



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 27 2023

MEMORANDUM

No. 154 s. 2023

RECONSTITUTING THE COMPOSITION OF THE
DIVISION INSPECTORATE TEAM

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum and Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. Pursuant to Republic Act (RA) No. 1984 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, the enclosed Deped Order No. 7, s. 2020 entitled **Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools**, this Office hereby designates the following to compose the Division inspectorate Team, effective immediately:

Team Leader	MS. EVANGELINE AMAN
Regular Members	MS. MYRNA D. IBAÑEZ MR. MARK ANTHONY ANDOR

Provisional Members	
Learning Materials Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	CECILIA A. ILARDE <i>Curriculum and Implementation Division (CID)</i>
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	MA. TERESA S. INDAP <i>School Governance and Operations Division - Health</i>
Sports – Related Goods and Equipment	KING SOLIDINI J. TORRES <i>School Governance and Operations Division</i>
Training / Seminar Kits	ANDRES F. SICAM JR. <i>School Governance and Operations Division - HRTD</i>





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School Building	ENGR. RENANTE L. TEJADA <i>School Governance and Operations Division – Education Facilities</i>
DCP Packages, IT – Related Goods and Internet Services	MAY L. BORJAL <i>Information and Communications Technology (ICT) Command</i>
DRRM Supplies and Materials	EDUARDO L. KONDO <i>School Governance and Operations Division – SOCMOB</i>
Service Vehicles, Security, Janitorial, and Other General Services	MAILEEN M. PEÑAFLOR <i>Administrative Section / Property and Supply</i>

2. The Inspectorate Team shall be in-charge of the over-all conduct of pre-delivery, delivery, and post-delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate teams shall likewise perform functions such as, but limited to, the following:

2.1 Attend the Pre-Inspection Conference with the Implementing Units / End-User Units wherein specific tasks are allocated to each Inspector

2.2 Attend post-Inspectorate Conference wherein the findings and result of the inspection are discussed.

2.3 Prepare the inspection reference prior to the schedules inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.

2.4 Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.

2.5 Check completeness and authenticity of the documents presented by the Supplier.

2.6 Conduct Physical inspection of the goods, and check whether the Technical specifications, quantity and standards indicated in the perfected Contact / Purchase Order are met.

2.7 Perform trial and operational test on equipment, computers, and other related goods. Request supplier to demonstrate operation of the equipment and observe its performance.

2.8 Check the inclusion of warranty certificate and instructional manual.





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2.9 Sign the Inspection Portion of the Inspectorate and Acceptance report if deliveries conform to technical requirements.

2.10 Submit assessment reports and policy recommendations concerning the conduct of inspection.

2.11 Attend meetings, conferences and training programs as may be required by the Schools Division Superintendent.

3. For information and strict compliance.

4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Enclosure: DepEd Order No. 27

Reference: DO No. 5, s. 2010 and DO No. 42, s. 2018

To be indicated in the Perpetual Index

Under the following subjects:

INVENTORY

PROCUREMENT

PROPERTIES

JIL/Reconstituting the Composition of the Division Inspectorate Team

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