Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division Superintendent

FEB 16 2024

DIVISION MEMORANDUM
No. 036 s. 2024

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 DepEd Order No. 27, s. 2020 entitled, Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, this Office hereby designates the following to compose the Division Inspectorate Team, effective immediately:

Team Leader	**ROCHELLE A. JIMENEZ**
Regular Members	**MARK ANTHONY M. ANDOR**
	MYRNA IBAÑEZ

Provisional Members	**PRIMARY**	**ALTERNATE**
Learning Materials Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	**CECILIA A. ILARDE**	**GINA U. URQUIA**
	Curriculum and Implementation Division (CID) – Learning Resource Management and Development System Section (LRMDS)	
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	**MA. TERESA S. INDAP**	**MAY ANN L. AYUDTUD**
	School Governance and Operations Division (SGOD) – School Health and Nutrition	
Sports- Related Goods and Equipment	**EDISON C. ENERLAS**	**KING SOLIDINI J. TORRES**
	Education Program Supervisor (EPS) - Music, Arts, Physical Education, and Health	*Social Mobilization and Networking Section (SOCMOB)*

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Training / Seminar Kits	**ANDRES F. SICAM**	**IVY M. ROMANO**
	SGOD- Human Resource Training and Development	
Furniture and Related Goods	**ENGR. RENANTE L. TEJADA**	**ZOREN PEPITO L. GUBALANE**
	SGOD – Education Facitilites Section/ School Management Monitoring & Evaluation Section	
DCP Packages, IT- Related Goods and Internet Services	**MAY L. BORJAL**	**REYNANTE L. BENITO**
	Information and Communications Technology (ICT) Command/ LR MDS	
DRRM Supplies and Materials	**EDUARDO L. KONDO**	**ROCHELLE A. JIMENEZ**
	SGOD - *SOCMOB*	
Service Vehicles, Security, Janitorial and Other General Services	**MAILEEN M. PEÑAFLOR** *Administrative Section/ Property and Supply*	**VILMA A. MARQUEZ** Cash Unit
	Administrative Division	

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 not 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 references prior to the scheduled 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.

2.9 Sign the Inspection Portion of the Inspection 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, s. 2020
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
_____/January 31, 2024

Republic of the Philippines
Department of Education

18 SEP 2020

DepEd ORDER
No. 027 s. 2020

GUIDELINES ON THE RECONSTITUTION OF INSPECTORATE TEAM IN THE DEPARTMENT OF EDUCATION CENTRAL OFFICE, REGIONAL AND SCHOOLS DIVISION OFFICES, AND SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. Pursuant to Republic Act (RA) No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, the enclosed **Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools** is issued to uphold the governing principles of government procurement such as transparency, system of accountability and public monitoring of the procurement process through the selection, designation and training of highly competent and responsible individuals to perform functions related to the inspection of goods which is a significant element in the successful implementation of procurement contracts of the Department.

2. The guidelines shall apply to pre-delivery inspection, inspection before acceptance upon delivery and post-delivery inspections of DepEd procured goods in the Central Office, Regional Offices, Schools Division Offices, and schools. The inspection of infrastructure projects is not covered by this policy.

3. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.

4. For more information, contact the **Office of the Assistant Secretary for Procurement and Administration**, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at asec.pa@deped.gov.ph or at telephone number (02) 8634-1169.

5. This Order shall take effect immediately upon its issuance.

6. Immediate dissemination of and strict compliance with this Order are directed.

LEONOR MAGTOLIS BRIONES
Secretary

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Encl/s.:
As stated

References:
DepEd Order No. 5, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

INSPECTION
POLICY
PROCUREMENT
RULES AND REGULATIONS

JD DO Guidelines – Reconstitution of Inspectorate Team
September 18, 2020

Enclosure to DepEd Order No. 027, s. 2020

GUIDELINES ON THE RECONSTITUTION OF INSPECTORATE TEAM IN THE DEPARTMENT OF EDUCATION CENTRAL OFFICE, REGIONAL AND SCHOOLS DIVISION OFFICES AND SCHOOLS

I. RATIONALE

The inspection of goods is a vital component of procurement and audit processes and thus mandates active monitoring and supervision by the Procuring Entity. In 2010, the Department of Education (DepEd) issued DepEd Order (DO) No. 5, s. 2010, titled Guidelines on Inspection of DepEd Deliveries which provided the standards and procedures in the inspection of deliveries and required the creation of Inspectorate Team in the Department.

This policy seeks to enhance the system of selection, deployment, and supervision of the DepEd Inspectorate Teams and to resolve policy, procedural, and ethical issues that are not addressable by prior and existing issuances of the Department.

This policy also aims to promote improved inspection standards and practices in all DepEd governance levels and eradicate all occasions for fraud and corruption in the conduct of inspections. The adoption of these new measures seeks to guarantee strict compliance of deliveries with technical specifications, quality standards and contract requirements. In addition, this policy aims to further support the Department's learning strategies through the assurance of steady production and delivery of learning materials and services for the use of teachers and learners.

II. SCOPE

These guidelines shall apply to pre-delivery inspection, inspection before acceptance upon delivery and post-delivery inspections of DepEd procured goods in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs) and Schools. The inspection of infrastructure projects is not covered by this policy.

III. DEFINITION OF TERMS

For purposes of this Order, the following terms are defined and understood as follows:

a. **Reconstitution of Inspectorate Team** refers to the process of restructuring the composition of existing Inspectorate Teams in the DepEd CO, ROs, SDOs and Schools, and designating the members thereof.

b. **Pool of Inspectors** refers to the body of Inspectors in the DepEd CO from which a number of Inspectorate Teams shall be formed. The Inspectors composing the Pool are those recommended by the Implementing Units/End-User Units and the Office of the Assistant Secretary for Procurement and Administration (OASPA) and officially designated by the Secretary through an Office Order.

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c. **Inspectorate Team** refers to the group of Inspectors designated to conduct inspection of goods at the supplier's warehouse, drop-off points, recipient schools or at other designated venues. Each Inspectorate Team is composed of a Team Leader, Regular and Provisional Members.

d. **Inspection Order** refers to the written instruction issued by the OASPA to the members of the CO Inspectorate Team or to the deputized Regional or Schools Division Inspectorate directing them to conduct inspection of goods and stating therein the authority of the Inspector, the particulars of the inspection such as the project title, the goods to be inspected, the time, date and venue of inspection, and the specific tasks to be performed by the Inspectors.

IV. POLICY STATEMENT

Pursuant to Republic Act (RA) No. 9184, or the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations, this policy aims to uphold the governing principles of government procurement such as transparency, system of accountability and public monitoring of the procurement process through the selection, designation and training of highly competent and responsible individuals to perform functions related to the inspection of goods which is a significant element in the successful implementation of procurement contracts of the Department.

V. PROCEDURES

COMPOSITION OF THE INSPECTORATE TEAM

A. DepEd Central Office (CO)

The traditional single Pool of Inspectors in the Central Office from which a number of Inspectorate Teams may be created shall be maintained. The reconstitution of the Inspectorate Team shall be project-based and representative of the various Bureaus/Services and Divisions constituting the Central Office. The Inspectorate Team shall be organized for each procurement project, and the composition thereof shall be determined based on the type of the project procured. Each Inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member who must all be occupying permanent or plantilla positions and are particularly described as follows:

Team Leader
The Team Leader must be at least Chief of a Division.

Regular Members
The Asset Management Division, the Accounting Division, and the Implementing Unit/End-User Unit (IU/EU) shall at all times be represented in any inspection as Regular Members. Thus, the Regular Members are the following:

1. One representative of the Asset Management Division;

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2. One representative of the Accounting Division; and
3. At least two (2) representatives of the Implementing Unit or End-User Unit.

In cases when all the representatives of the Asset Management Division or Accounting Division in the Pool of Inspectors are not available due to justifiable reasons, another Provisional Member shall be designated in their place.

Provisional Member
The Provisional Member shall come from a DepEd CO Division which is not connected to the concerned IU/EU and shall act as a disinterested person in order to ensure objectivity and fairness in the conduct of any inspection.

The table below provides the list of procurement projects and the corresponding IUs/EUs. Each IU/EU shall recommend at least two (2) representatives who shall form part of the Pool of Inspectors and who shall be the fixed representatives of the IU/EU concerned in all of its projects.

Projects	Division/Office
Learning Materials and Supplementary Learning Resources	BLR-Learning Resources Quality Assurance Division
	BLR-Learning Resources Production Division
LTE for TVL and SME	BLR-Cebu
Training Materials/Seminar Kits and other related Projects	BLD-Teaching and Learning Division
	BLD-Student Inclusion Division
Food, Medicines, Dental Tools and Other related Goods and Supplies	BLSS-School Health Division
Sports-Related Goods and Equipment	BLSS-School Sports Division
Service Vehicles	Asset Management Division
Furniture and Other Related Goods	Education Facilities Division
Security, Janitorial and Other General Services	General Services Division
DCP Packages, ICT-Related Goods and Internet Services	ICTS-Technology Infrastructure Division
DRRM Supplies, Goods, Equipment and Other Projects	DRRM Service

All other Divisions in the DepEd CO not herein indicated shall likewise recommend at least two (2) representatives of their Office who shall form part of the Pool of Inspectors and undergo the Training Program for Inspectors. The manner of designation of the Inspectors shall be discussed in the Implementing Guidelines.

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B. Regional Offices (ROs) and Schools Division Offices (SDOs)

There shall be an Inspectorate Team in the Regional Offices and Schools Division Offices composed of a Team Leader, Regular Members and Provisional Members who must all be occupying permanent or plantilla positions and are particularly described as follows:

Team Leader
The Team Leader must be a 5th ranking permanent official in the RO or a 4th ranking permanent official in the SDO.

Regular Members
The Regular Members shall be representatives of the Accounting and Property Supply Offices. Thus, the Regular Members are the following:

1. One representative from the Accounting Section in ROs or from the Accounting Unit in SDOs; and
2. One representative from the Property Supply Office in ROs or in SDOs.

Provisional Members
The Provisional Members shall be representatives of the IU/EU who have technical skill and expertise relevant to the goods procured.

The table below provides the list of procurement projects, and the corresponding IUs/EUs in the ROs and SDOs which are counterpart offices of the DepEd CO Divisions stated in the preceding table.

Projects	IUs/EUs in the RO	IUs/EUs in the SDO
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Curriculum and Learning Management Division – Learning Resources Management and Development Section	Curriculum Implementation Division – Learning Resources Management Section
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Education Support Services Division (ESSD) – School Health	School Governance and Operations Division (SGOD) – School Health
Sports-Related Goods and Equipment	ESSD – Special Programs and Services	SGOD
Training / Seminar Kits	Curriculum and Learning Management Division	Curriculum Implementation Division
Furniture and Related Goods	ESSD – Education Facilities Section	SGOD – Education Facilities Section
DCP Packages, IT-Related Goods and Internet Services	ICT Unit under the Office of the Regional Director	ICT Unit under the Office of the Schools Division Superintendent

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DRRM Supplies and Materials	ESSD	SGOD – Social Mobilization and Networking Section
Service Vehicles	Administrative Division – Property and Supply	Administrative Section – Property and Supply
Security, Janitorial and Other General Services	Administrative Division – General Services	Administrative Section – General Services

Each Division and Section in the ROs and SDOS whether or not mentioned above shall designate at least two (2) representatives who shall serve as Provisional Members of the Inspectorate Team.

C. Schools

There shall be a School Inspectorate Team which shall be in-charge of the inspection procedure upon delivery and before acceptance of all types of goods. The School Inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member particularly described as follows:

Team Leader
The Team Leader must be a 2nd ranking permanent official in the School.

Regular Members
The following School personnel shall be the Regular Members of the School Inspectorate Team:

1. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
2. School Property Custodian or Supply Officer; and
3. School Accountant or Book Keeper.

Provisional Member
The Provisional Member may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

IMPLEMENTING GUIDELINES

A. General Guidelines

1. All Inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
2. Any Inspector from the Pool of Inspectors (CO) or Member of an Inspectorate Team (Field Offices) may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team through raffle (CO) or through Office Memorandum (Field Offices).

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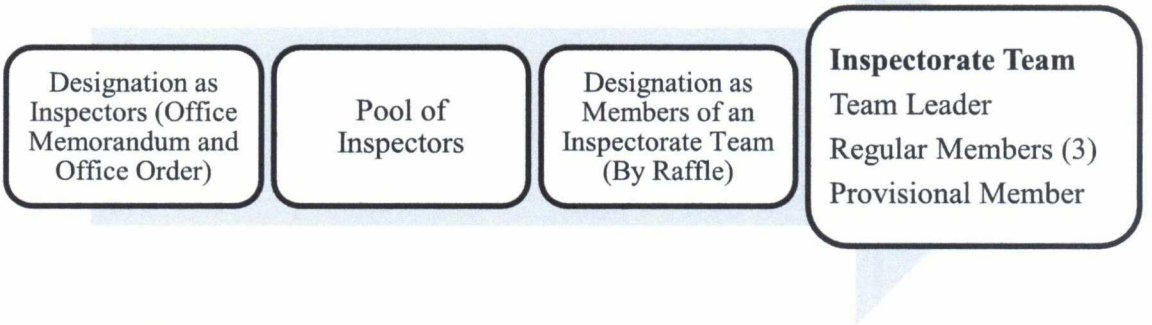
3. In case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Order (CO) or Office Memorandum (Field Offices).
4. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
5. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee (BAC) shall not be assigned to inspect items awarded by the BAC where they were assigned as provisional members.
6. All Inspectors in all DepEd governance levels shall undergo a Training Program which shall aim to provide orientation, support, capacity building activities and assessment relative to the roles of Inspectorate Teams in the delivery, inspection and acceptance of goods. The said Program shall be organized by the Central Office through the OASPA.

B. Guidelines for the DepEd Central Office

The reconstitution process from the creation of the Pool of Inspectors to the constitution of an Inspectorate Team for a particular project is shown in the diagram below.



1. The Heads of the IUs/EUs, the Asset Management Division and Accounting Division, through an Office Memorandum, shall recommend their Representatives to form part of the Pool of Inspectors and to serve as Regular Members in an Inspectorate Team. At least two (2) representatives shall be recommended by each IU/EU. At least five (5) representatives shall be recommended by the Asset Management Division and Accounting Division.
2. The Office of the Assistant Secretary for Procurement and Administration (OASPA) shall recommend Inspectors to serve as Team Leaders and Provisional Members through an Office Memorandum, subject to the approval of the Secretary.
3. In identifying the Officers to be recommended as Inspectors, a careful evaluation shall be made on the background, experience, expertise and commitment of the Officer relative to project management and inspection.
4. An Order from the Office of the Secretary officially designating the Inspectors as initially recommended by the IUs/EUs, Asset Management Division, Accounting Division and the OASPA shall be subsequently issued. The Inspectors officially designated through the Office Order shall then constitute the Pool of Inspectors.

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5. A number of Inspectorate Teams shall be formed from the Pool of Inspectors as the need to constitute one arises. Thus, there is no fixed number of Inspectorate Teams in the Central Office.
6. The OASPA shall be in-charge of constituting an Inspectorate Team for a particular project in the CO. The designation of the Team Leaders, Regular Members and Provisional Members, however, shall be made randomly through raffling of Inspectors. The procedure in the conduct of the raffle of Inspectors is provided in **Annex "A"** of this Order.
7. The Contract Management Division (CMD) shall set the schedule of inspection, subject to the availability of Inspectors.
8. Each Member of an Inspectorate Team for a specific project shall be issued an Inspection Order which is a written instruction stating the authority of the Inspector and the particulars of the inspection. The Inspection Order shall be issued by the OASPA.

C. Guidelines for the ROs , SDOs and Schools

1. There shall be one Inspectorate Team in each RO, SDO and School.
2. The Inspectorate Teams of the ROs and SDOs shall be deputized by the OASPA through the issuance of a Deputation and Inspection Order in cases when Inspectors from the Central Office are restricted to travel to and from the inspection site.
3. In the RO and SDO level, only the representative of the IU/EU as Provisional Member is replaced occasionally depending on the type of goods for inspection. The designation of the Team Leaders and Regular Members are fixed, subject to the rules on removal.
4. In the School Level, the Officer or Teacher who shall serve as one of the three (3) Regular Members shall be replaced occasionally depending on the type of goods delivered.
5. The reconstitution of Inspectorate Team in the ROs, SDOs and Schools shall be directed by the respective Regional Directors, Schools Division Superintendents and School Heads through the issuance of an Office Memorandum.
6. In designating the Members of the Inspectorate Team, the Heads of the field offices shall take into consideration the background, experience, expertise and commitment of the Officer in connection with project management and inspection of goods.
7. The Inspectorate Teams in the ROs, SDOs and Schools shall perform exhaustive and comprehensive final inspection of goods procured and pre-inspected by the Central Office. The performance security posted by the Supplier shall be retained until the final inspection in the field office has been completed.

FUNCTIONS OF THE INSPECTORATE TEAM

The Inspectorate Team shall be in-charge of the overall 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 not limited to, the following:

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1. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
2. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
3. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, 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.
4. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
5. Check the completeness and authenticity of the documents presented by the Supplier.
6. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
7. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
8. Check the inclusion of warranty certificate and instructional manual.
9. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
10. Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings.
11. Submit assessment reports and policy recommendations concerning the conduct of inspection.
12. Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.

CODE OF CONDUCT

To promote transparency, integrity and accountability, the following rules of conduct shall be observed by all Members of the Inspectorate Team:

1. Adhere strictly to the date and time indicated in the Notice of Pre-Delivery Inspection or Delivery Schedule and Inspection Order/Authority.
2. Avoid availing of free services from the Supplier such as meals, transportation and accommodation as this might lead to the expectation of instant favorable result of inspection. Acceptance or solicitation of any gift or favor from the Supplier is strictly prohibited.
3. Ensure that the inspection is properly documented, e.g., through photographs of the goods and the performance of inspection, and that all necessary documents are authentic and duly signed.
4. Record the expenses incurred in performing the inspection and charge the same to the appropriate office according to the agreement of the concerned offices.
5. Maintain professional, business-like dealing with the Supplier or Contractor in the course of the inspection. Inappropriate friendly relations between or among the Inspectors and the Supplier, or Contractor must be avoided.
6. Observe minimum public health and safety standards at the inspection site.

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VI. MONITORING AND EVALUATION

The OASPA through the Contract Management Division shall continuously gather feedback on the implementation of these guidelines from concerned offices in all the governance levels of the Department. It shall establish a monitoring and evaluation mechanism to check the extent and effectiveness of implementation and to provide basis for further enhancement of these guidelines.

VII. REFERENCES

The following are the references for this Order:

1. DO No. 45, s. 2006 (Guidelines on Delivery, Inspection, Acceptance and Recording of All Properties Procured by DepEd Central Office and DBM Procurement Service)
2. DO No. 5, s. 2010 (Guidelines on Inspection of DepEd Deliveries)
3. OO-OSEC-2017-20 (Reconstitution of the Department of Education Central Office Inspectorate Team)
4. DO No. 42, s. 2018 (Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets)

VIII. EFFECTIVITY / TRANSITORY PROVISIONS

The provisions stipulated in the above enumerated References which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance.

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Annex "A"

Procedure in the Raffle of Inspectors for the Constitution of an Inspectorate Team in the DepEd Central Office

1. The raffle shall be undertaken with the use of a bingo *tambiolo*. There shall be two bingo *tambiolos*: one for the Team Leader and Provisional Member and another for the Asset Management Division and Accounting Division Representatives. The End-User Representatives shall not undergo the raffling process as they are the fixed representatives for particular projects.

2. Upon receipt by the Contract Management Division (CMD) of the Request Letter for Pre-Delivery Inspection from the Supplier and after due notice to the Office of the Assistant Secretary for Procurement and Administration (OASPA), the raffle of Inspectors shall be scheduled and conducted at the OASPA with the attendance of the CMD Chief or in his absence, his duly authorized representative.

3. Immediately after the raffle of Inspectors, the OASPA shall send a Notice to the assigned Inspectors, informing them of their designation as Team Leader, Regular Member or Provisional Member. The assigned Inspectors shall communicate their acceptance of their designation or in case of refusal, the valid grounds therefore.

4. In no case shall an Inspector refuse to accept a designation for two consecutive occasions. A continuing refusal to perform inspection duties shall be a ground for removal from the Pool of Inspectors.

5. If a designated Inspector is not available due to justifiable reason/s, a re-raffle shall be undertaken for his/her replacement.

6. When the Inspectorate Team is finally constituted, an Inspection Order shall be issued to them by the OASPA.

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