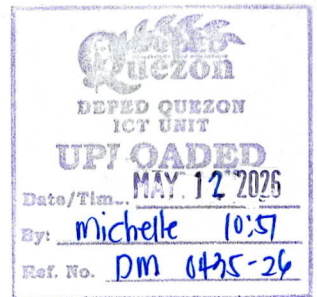




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



6 May 2026

DIVISION MEMORANDUM

No. 0425, s. 2026

RECONSTITUTION OF INSPECTORATE TEAM IN THE DIVISION OFFICE

To: Assistant Schools Division Superintendent
 CID/SGOD CHIEFS
 Education Program Supervisors
 Public Schools District Supervisors
 All Section/Unit Heads
 All Others Concerned

1. In compliance to DepEd Order No. 27 s. 2020 titled, “Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and School.” The following Division Officials/Personnel are hereby designated to compose the reconstituted Division Office Inspectorate Team:

Team Leader	Fernando T. Seno
Regular Members	Noeme B. Ferranculo
	Ruel L. Driz Jr.

Projects	IUs/EUS in the SDO	Provisional Members
Learning Materials, Supplementary Learning Resources, Printing Projects, and LTE for TVL and SME	Curriculum Implementation Division-Learning Resources Management Section	Ronnjemmele A. Rivera Joe Angelo L. Basco
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	SGOD-School Health Section	Vincent Habito

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: <https://quezon.deped.gov.ph>



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Sports-Related Goods and Equipment	SGOD	Jessica C. Mendoza Rommel T. Oczon
Training/Seminar Kits	Curriculum Implementation Division	Clarissa G. Casaña
Furniture and Related Goods	SGOD - Education Facilities Section	Engr. Daniel Hutamares
DCP Packages, IT-Related Goods, and Internet Services	ICT Unit under the Office of the Schools Division Superintendent	Mark Nicko F. Quindoza
DRRM Supplies and Materials	SGOD-Social Mobilization and Networking Section	Arvin Repaso
Service Vehicles	Administrative Division-Property and supply	Jayson Alcala
Security, Janitorial and Other General Services	Administrative Division-General Services	Edwin Formalejo

2. 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:

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-inspection conference wherein the findings and results of the inspection are discussed.

2.3 Prepare the inspection references prior to the scheduled inspection such as copies of technical specification, 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.

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- 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 the 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 as indicated in the perfected Contract/Purchase Order are met.
 - 2.7 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.
 - 2.8 Check the inclusion of warranty certificate and instructional manual.
 - 2.9 Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries confirm to the technical requirements.
 - 2.10 Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among other, its assessment and findings.
 - 2.11 Submit assessment reports and policy recommendations concerning the conduct of inspection.
 - 2.12 Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs, and Schools.
3. This Memorandum shall take effect immediately upon its issuance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/fts/05/6/2026

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