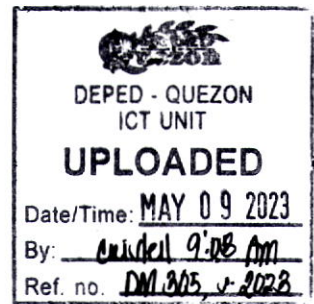




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



2 May 2023

DIVISION MEMORANDUM
 DM No. 305, s. 2023

RECONSTITUTION OF INSPECTORATE TEAM IN THE DIVISION OFFICE

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

1. In compliance to the provision of DepEd Order No. 027, s. 2020 dated September 18, 2020 entitled "Guidelines on the Reconstitution of Inspectorate Team in Department of Education Central Office, Regional and Schools Division Offices, and Schools", the following Division officials/personnel are hereby designated to compose the reconstituted Division Office Inspectorate Team:

Team Leader	Fernando T. Seño	
Regular Members	1. Noeme B. Ferrancullo 2. Honeylyn P. Besas	
Provisional Members		
Projects	EUs in the SDO	Provisional Members
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	CID- Learning Resources Management Section	Joe Angelo L. Basco Ronjemmel Rivera
Food and Medicines, Dental Tools and Supplies and Other	School Governance and Operations Division (SGOD)	Vincent Habito
Sports Related Goods and Equipment	CID- Learning Resources Management Section	Joe Angelo L. Basco Laarni Rose Gutierrez

DEPEDQUEZON-TM-SDS-04-009-003



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Training/ Seminar Kits	School Governance and Operations Division (SGOD)	Maria Bernadit M. Tupas
Furniture and Related Goods	SGOD- Education Facilities Section	Ramir O. Arbolente
DCP Packages, IT-Related Goods and Internet Services	ICT Unit under the Office of the Schools Division Superintendent	Rommel Oczon Cristell M. Suante
DRRM Supplies and Materials	SGOD-Social Mobilization and Networking Section	Arvin Repaso
Service Vehicles	Administrative Section-Property and Supply	Amador V. Capinpin
Security, Janitorial and Other General Services	Administrative Section-General Services	Marissa Maragay Arlene Tolentino

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 Team 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 the Post-Inspection Conference wherein the findings and result of the inspection are discussed
 - 2.3 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.
 - 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 conform to the technical requirements.
 - 2.10 Prepare and submit promptly to the IUs/Eus Pre-Delivery Inspection Report stating, among others, its assessment reports and policy recommendations concerning the conduct of inspection.
 - 2.11 Attend meetings, conferences and training programs as may be required by the Head of the Division Office

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3. This Memorandum shall take effect immediately upon its issuance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 



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