

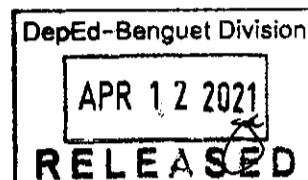


Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

Date: April 5, 2021

DIVISION MEMORANDUM

No. 110 s. 2021



**TO: All Division Office Personnel
 All Public Schools District Supervisors / District Heads
 All Other Concerned**

**RECONSTITUTION OF INSPECTORATE TEAM IN THE SCHOOLS DIVISION
 OFFICE OF BENGUET**

- Pursuant to DepEd Order No. 27, s. 2020, re: "Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools," the following shall compose the Division Inspectorate Team, to wit:

Team Leader:	CEASAR B. LUMA-ANG, EPS
Regular Members:	1 Accounting Office Representative 1 Supply Office Representative
Provisional Members:	2 End-User Unit representatives who have technical skill and expertise relevant to the goods procured.

Listed below are the procurement projects and the corresponding End-User unit in the Division office:

Projects	End-User Unit
Learning Materials, Supplementary Learning Resources, Printing Projects, LTE for TVL and SME	Curriculum Implementation Division – Learning Resource Management Section
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	School Governance and Operations Division (SGOD) – School Health



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Sport – Related Goods and Equipment	SGOD
Training / Seminar Kits	Curriculum Implementation Division
Furniture and Related Goods	SGOD – Education Facilities Section
DCP Packages, IT related Goods and Internet Services	ICT Unit under the Office of the Schools Division Superintendent
DRRM Supplies and Materials	SGOD – Social Mobilization and Networking Section
Service Vehicles	Administrative Section – Property and Supply
Security, Janitorial, and other General Services	Administrative Section – General Services

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 Members shall likewise perform functions such as, but not limited to, the following:
- Attend the Pre-inspection conference with the Implementing Units / End-User units wherein specific tasks are allocated to each inspector.
 - Attend Post-Inspection Conference wherein the findings and results of the inspection are discussed.
 - 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.
 - Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
 - Check the completeness and authenticity of the documents presented by the Supplier.
 - 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.



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- g. 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.
 - h. Check inclusion of warranty certificate and instructional manual.
 - i. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
 - j. Prepare and submit promptly to the Implementing Units / End-User Units the Pre-Delivery Inspection Report stating, among others its assessment and findings.
 - k. Submit assessment reports and policy recommendation concerning the conduct of inspection.
 - l. Attend meetings, conferences and training programs as may be required by the CO or Heads of ROs, and SDOs.
3. To promote transparency, integrity and accountability, the following rules of conduct shall be observed by all Members of the Inspectorate Team:
- a. Adhere strictly to the date and time indicated in the Notice of Pre-Delivery Inspection or Delivery Schedule and Inspection Order / Authority.
 - b. 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.
 - c. 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.
 - d. Record the expenses incurred in performing the inspection and charge the same to the appropriate office according to the agreement of the concerned offices.
 - e. 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.
 - f. Observe minimum public health and safety standards at the inspection site.
4. For information and guidance.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/ASDS/ckb



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