



RELEASED

March 21, 2019, Division of Catanduanes

RECORDS SECTION

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Date

File

DIVISION MEMORANDUM

No. 95 s. 2019

RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM (DIT)

TO : Assistant Schools Division Superintendent
Chiefs of Functional Division, this Office
Heads of Section and Unit, this Office
All Division Office Personnel

- In consonance with the provisions of DepEd Order No. 5, s. 2010 entitled "Guidelines on Inspection on DepEd Deliveries", the following members of the Division Inspectorate Team (DIT) are hereby designated:

a. REGULAR MEMBERS:

Team Leader : Miguel C. Ogalinola
Asst. Team Leader : Rodger A. Matienzo

MEMBERS:

For Infrastructure and Furniture : Rodger A. Matienzo
: Larry Templo
Angelo James O. Aguinalde
Elias Abundo

For Supplies and ICT Equipment : Jennifer Metica
Cristina Barrameda
Raquel Pahuyo

For Catering Services:
Regular Members : Amelia Cabrera
Alternate Members : Sarah Chiong
Rosario Vegim

b. PROVISIONAL MEMBERS

For Infrastructure Projects : Glenn C. Camacho
Located in the Schools : Rey C. Bonayon
Division Office and schools


For Furniture Projects : Glenn Camacho
Juanito Torres

For Supplies and ICT Equipment : End-user
Roderick Geromo
Imelda Abejo
Jake Tablo/ Ruel Balane

For Catering Services : End-user
Marichelle Llave / Cristy de Leon

- The Division Inspectorate Team shall be responsible for the inspection of goods, services, furniture and infrastructure projects implemented by the Division Office.
- The General Functions of the Inspectorate Team are as follows as provided in DepEd Order No. 5, s. 2010:
 - Conducts pre-delivery inspection prior to the delivery to determine its compliance with technical specification.

- 3.2 Inspects the delivered goods in accordance with the perfected Purchased Order/Contracts
- 3.3 Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the Supplier/Contractor.
- 3.4 Conducts port-delivery inspection prior to the issuance of Certificate of Final Acceptance.
- 3.5 Monitors the rectification of defective deliveries.
4. The members of the Inspectorate Team should strictly observe the provisions of the aforementioned DepEd Order in the performance of their specific roles and responsibilities.
5. The Ad-Hoc Inspectorate Team (sub-team) should be composed to two (2) regular members such as the Team Leader/Assistant Team Leader and one member coming from the list stipulated on page one (1) of the Memorandum and one (1) provisional member designated by the Head of Procuring Entity through the issuance of DepEd Memorandum.
6. This applies for the inspection of Division-led construction, rehabilitation and repair projects, the adhoc team shall be composed of two (2) DIT regular members (Team Leader/Asst. Team Leader and from the members of Infrastructure Team) and one provision member each from the DO-Education Support Services Division (ESSD)-Physical Facilities In-Charge and SDOs, the Engineer III or assigned DepEd Engineer in the respective Schools Division where the project is being implemented.
7. Team inspection Written Report must be signed by all members after each inspection activity. The said Inspection report must be accomplished and submitted in three (3) copies to copy furnish the Team Leader, Supply Office and DIT Office.
8. Teams that need to travel in the performance of their tasks must use the service vehicle of this Office, if available, or take any available public transportation. In no instance should they take rides with the contractors/supplier to forestall the projection of negative image to the public. Neither should any member receives/takes hotel accommodation and other services from them.
9. The previous memorandum on the composition of the DIT is hereby rescinded.
10. For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent