



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**

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APRIL 12, 2024

**DIVISION MEMORANDUM**  
 No. 173, series of 2024

**RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE OF  
 ABRA INSPECTORATE TEAM**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID and SGOD  
 Division Section Heads  
 School Teaching and Non-Teaching Personnel  
 All Others Concerned

1. In view of Republic Act 9184 of the Government Procurement Act and its Implementing Rules and Regulations, and in compliance to DepEd Order No. 27, series of 2020 of the Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Office of Abra, which aims to improve the inspection and standard practices, hereby reconstitutes the Division Inspectorate Team, to wit:

Team Leader:	<b>BLESS MARICAR B. RAMOS</b> Education Program Specialist
Regular Members:	<b>JUSTICE JOYCE B. BARBERO</b> Administrative Assistant III, Accounting Section <i>Alternate:</i> <b>CHAYTE B. BODOÑA</b> Administrative Assistant III, Accounting Section
	<b>JAHRELL B. BALUBAR</b> Administrative Aide VI, Property and Supply Unit <i>Alternate:</i> <b>LEO B. GUZMAN</b> Agriculturist I, Property and Supply Unit
<b>Provisional Members:</b> The Provisional Members are representatives of the Implementing Units/End-users with his expertise/technical skills relevant to the goods procured.	
<b>Projects</b>	<b>Implementing Units/End-users</b>
Infrastructure	<b>JOLLY A. DACUYAN</b> Division Physical Facilities Engineer (SGOD) <b>JUN P. AGUYOS</b> Educ Prog Supervisor <b>JANET B. PASCUA</b> Administrative Officer V



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Learning Materials/Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	<b>BERNARD B. BERONILLA</b> , Education Program Supervisor <b>RIZA E. PERALTA</b> Librarian II
Food and Medicines, Dental Tools and Supplies and Office Health Supplies such as Covid 19 Response Materials/Equipment	<b>DR. APOLINAR L. TURQUEZA</b> , Medical Officer III  <b>JANSSEN BASIL M. DAMIAN</b> Nurse II
Sports Related Goods and Equipment	<b>RONILO P. GARCIA</b> , Education Program Supervisor  <b>GEREX T. PABILLANO</b> Project Development Officer I
Training/Seminar Kits	<b>PEDRO B. TALINGDAN, JR.</b> Education Program Supervisor  <b>EDEN T. ADRIATICO</b> Senior Education Program Specialist, HRD
Furniture and Related Goods	<b>Engr. JOLLY A. DACUYAN</b> Division Engineer  <b>Engr. LUTHER JOYDA B. ALAFRIZ</b> Project Engineer  <b>Engr. JAYSON TALUBAN</b> Project Engineer
DCP Packages, IT Related Goods and and Internet Services	<b>MARLO B. BORJA</b> , Information Technology Officer  <b>GRYAN LYLE C. NAVARRO</b> Project Development Officer I
DRRM Supplies and Materials	<b>FLORENCIO B. RIFAREAL., JR.</b> Project Development Officer II  <b>MARLOWE R. GALLARDO</b> Registrar I
Service Vehicles	<b>LEO B. GUZMAN</b> Agriculturist I  <b>RAINY ROY V. BILLEDO</b> Administrative Aide VI
Security, Janitorial and other General Services	<b>FLORGALE B. PANELO</b> Administrative Officer III



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**BERNA B. CADDARAO**  
Administrative Assistant III

**NOTE: Jahrell Balubar** being a regular member shall automatically be a member in all the projects indicated above. **Abner B. Dimaandal** will serve as Alternate in the absence of Mr. Balubar.

2) The aforementioned Inspectors shall hold their position for a period of **two (2) fiscal years**, and maybe removed and replaced on valid grounds. **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 Leader and members are fixed**, subject to the rules on removal such as the continuing refusal to perform inspection duties without justifiable reasons and such designation shall take effectively upon the signing of this Memorandum. The Inspectorate Team shall perform exhaustive and comprehensive final inspection of goods procured. **Provisional Members of the Bids and Awards Committee (BAC)** shall not be assigned to inspect items awarded by the BAC where they were assigned. The Division Office strictly reminds everyone that:

- No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Members.

3) The Inspectorate Team shall be **In-Charge of the overall conduct of pre-delivery, delivery and post delivery inspection of procured goods**. In addition to the **roles and responsibilities** provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, the Inspectorate Team shall likewise **perform functions** such as, but not limited to, the following:

- a. Attend the Pre-Inspection Conference with the Implementing Units/End-user Units wherein specific tasks are allocated to each inspector;
- b. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed;
- c. 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;
- d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site;
- e. Check the completeness and authenticity of the documents presented by the supplier;
- f. 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;
- g. Perform trial and operational test on equipment, computers and other related equipment goods. Request the supplier to demonstrate the operation of the equipment and observe its performance;
- h. Check the inclusion of warranty certificate and instructional manual;



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- i. Sign the inspection portion of the Inspection Report stating, among others, its assessment and findings;
  - j. Submit assessment reports and policy recommendations concerning the conduct of inspection; and
  - k. Attend meetings, conferences and training programs as may be required by the Central Office or Heads of the Regional Office.
- 4) To promote transparency integrity and accountability, the following **Rules of Conduct** shall be observed by 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 for free services from the Supplier such as meals, transportation and accommodation as this might lead to the expectation of instant favorable result inspection.
  - c. Acceptance or solicitation of any gift or favor from the Supplier is strictly prohibited;
  - d. Ensure that the inspection is properly documented, e.g., through photographs of the goods and the performance of the inspection, and all necessary documents are authentic and duly signed;
  - e. Record the expenses incurred in performing the inspection and charge the same to the appropriate office according to the agreement of the concerned offices;
  - f. Maintain professional, business-like dealing with the Supplier or Contractor in the course of inspection. Inappropriate friendly relations between and among the Inspectors and the Supplier, or contractor must be avoided; and
  - g. Observe minimum public health and safety standards at the inspection site, including but not limited to, the following:
    - i. Wearing of mask or face shield at all times;
    - ii. wearing of hand gloves during inspections;
    - iii. Observance of physical distancing;
    - iv. Disinfecting of hands immediately after inspection of item through proper washing of soap and water or alcohol-based sanitizer; and
    - v. Temperature checking, especially of delivery workers prior to unloading of goods.
- 5) Similarly, all School Heads are directed to **reconstitute their respective Inspectorate Team and submit** to the Division Office a copy of the School Inspectorate Team to [sdoabra.adminservices@deped.gov.ph](mailto:sdoabra.adminservices@deped.gov.ph) , **not later than May 30, 2024**. The said Team Leader, Regular Members, and a Provisional Member, following the provisions of the DepEd Order No. 27, s. 2020.
- 6) Enclosed is a copy of the Guidelines of the Inspection and Acceptance of the items as stated in the Commission on Audit Training Handbook on Property and Supply Management System for the information and reference.



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- 7) All Division Memoranda and other related issuances which are inconsistent with this memorandum are hereby repealed, rescinded or modified accordingly.
- 8) Immediate dissemination and compliance to this memorandum is desired.

  
**AMADOR D. GARCIA SR., PhD, CESO VI**  
School Division Superintendent

Enclosures:  
As stated

References:  
DepEd Order No. 27, s. 2020  
DepEd Order No. 26, s. 2020  
COA Training Handbook on  
Property and Supply  
Management System



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