



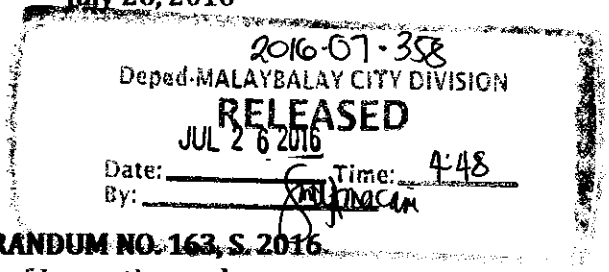
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

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July 26, 2016

DIVISION MEMORANDUM
NO. 383 S. 2016



DISSEMINATION OF REGIONAL MEMORANDUM NO. 163, S. 2016
(Regional Policy on the Conduct of Inspection and
Monitoring in the Implementation of 15% School Furniture)

To: Chief Education Supervisors and Staff - CID and SGOD
School Heads Elementary and Secondary
All Others Concerned
This Division

1. For the information and guidance of all concerned, attached is the "*Regional Policy on the Conduct of Inspection and Monitoring in the Implementation of 15% School Furniture*" the content of which is self-explanatory.
2. Immediate dissemination of this Memorandum is highly desired.

[Signature]
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
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Tayo
PARA SA
EDUKASYON

Date: **July 19, 2016**
Cagayan de Oro

REGIONAL MEMORANDUM

No. 163, s. 2016

**Regional Policy on the Conduct of Inspection and Monitoring
in the Implementation of 15% School Furniture Project
(Implemented by the Regional Office)**

To: Schools Division Superintendents
Asst. Schools Division Superintendents
All Others Concerned

For the information, guidance and compliance of all concerned, attached is a copy of the Office Policy on the Conduct of Inspection and Monitoring in the Implementation of the 15% Annual School Furniture project in DepED, Region X which is procured through RA 9184.

PRE-DELIVERY INSPECTION:

Upon request of the Supplier, the TWG with ESSD/BAC Representative will conduct inspection at the warehouse/ production plant of the supplier focusing on the quality and specification of the furniture to be delivered, based on samples submitted.

POST DELIVERY INSPECTION:

1. The Supplier may request inspection for billing purposes after delivery of at least 25% or manifestation of delivery completion as stipulated in the contract.
2. The Regional Inspectorate Team will invite representative from COA for the conduct of Joint Inspection.
3. During the conduct of the inspection, the Joint Inspectorate Team will validate the number of items delivered and list all noticed rectification jobs through a "Punch List".
4. A copy of the "Punch List" will be furnished to the school Head and another copy to be received and concurred by the Supplier or his representative during the inspection.

5. The supplier is given 15 days to comply or rectify the punch listed items.
6. Upon completion of the rectification work the Principal or School Head will sign a certificate of Completion Form to be submitted to the Division office attaching Pictures of the furniture showing the "Before" and "After" the rectification has been done with the principal or teacher pointing to the parts repaired , replaced or rectified.
7. The Certification will then be submitted to the Division Office for the Indorsement of the Schools Division Superintendent to the Regional Office Attention: The Chief, Education Support Services Division for recording and submission to Finance Division for processing of payments.

Immediate dissemination of this memorandum is desired.


ALLAN G. BERNAZO
Regional Director