



D17-219-06-207
DEPED MALAYBALAY CITY DIVISION
RELEASED 8:55
DATE JUN 27 2019
BY: [Signature]

Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 207, s. 2019

TO: **Elementary and Secondary School Heads**
School Property Custodians

FROM: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent [Signature]

Date: **June 25, 2019**

Re: **DISSEMINATION OF REGIONAL MEMORANDUM NO. 330, S. 2019**
RE: REGION X ADOPTED GUIDELINES ON THE INSPECTION,
ACCEPTANCE, AND PAYMENT OF SCHOOL FURNITURE AND
OTHER SIMILAR ITEMS PROCURED

Enclosed is Regional Memorandum No. 330, s 2019 entitled Region X Adopted Guidelines on the Inspection, Acceptance, and Payment of School Furniture and Other Similar Items Procured which is self - explanatory.

Queries may be addressed to Darvy C. Daguiamol thru 09267753812 of the Property Unit.

TO BE POSTED IN THE DIVISION WEBSITE



June 17, 2019 **DepED-X**
 Cagayan de Oro City

REGIONAL MEMORANDUM

No. 330 s. 2019

JUN 19 2019
 RELEASED

**REGION X ADOPTED GUIDELINES ON THE INSPECTION, ACCEPTANCE, AND PAYMENT
 OF SCHOOL FURNITURE AND OTHER SIMILAR ITEMS PROCURED**

To : **Schools Division Superintendents/
 Officers in Charge
 Other Officials/Employees Concerned**

1. DepED Order No. 42, s. 2018

1.1. On September 21, 2018, the Secretary of this Department, Leonor Magtolis Briones, issued DepEd Order No. 42, s. 2018 entitled Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets.

1.2. The Order was issued primarily to ensure the effective, transparent, efficient, and standard implementation of processes and procedures on the delivery, inspection, acceptance, and recording of all DepEd acquired assets.

1.3. More specifically, Paragraph III, Subparagraphs 6 to 8 the Enclosure to the stated Order enumerated the following functions of the school, division, and regional office on procured school furniture delivered to the schools :

“III. Procedures

**“SCHOOL FURNITURE, LEARNING RESOURCES/MATERIALS/TEXTBOOKS,
 COMPUTERIZATION PACKAGES**

XXX – XXX – XXX



The LEARNER: The heart of DepEd Region X.

Regional Office 10-Northern Mindanao, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 880-7072, 880-7071 (08822) 72-26-51
<http://www.deped.gov.ph/regions/region-x> region10@deped.gov.ph

"6. An inspection will be made on the delivered items by the Schools Inspectorate Team. The Schools Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected.

"7. Upon signing of the Inspection Report by the School Inspectorate Team, the acceptance" portion of the Inspection and Acceptance Report (IAR) and "received by" portion of the Property Transfer Report (PTR) shall then be signed by the Property Custodian.

"8. After the deliveries, the supplier shall submit the pertinent documents (Purchase Order/Contract, Delivery Receipt/Sales Invoice, IAR and PTR) to the Proponent Office for preparation of payment. xxx."

2. Added Safety Measures

As an added safety measure, however, the following additional steps shall be adopted by this Office to protect the interest of the Government :

2.1. School Level

- a. The School Property Custodian shall retain two (2) copies of the PTR signed. One (1) copy will be kept as part of the school record and the other copy to be forwarded to the Division Property Custodian within three (3) days from the signing of the PTR or earlier;
- b. It shall be the responsibility of the school heads to ensure that the signed PTR is officially transmitted to the Schools Division Offices (SDOs) with their signatures within the required time frame;

2.2. Schools Division Office Level

- a. Upon receipt of the copies of the signed PTRs from the schools, the Division Supply Officer is expected to consolidate the same and prepare a Certificate of Final Acceptance (Annex "A") for the approval of the Schools Division Superintendent concerned;
- b. The issuance of the Certificate of Final Acceptance (CFA) by the SDO is a certification as to the actual delivery and acceptability of the delivered items;

- c. The SDOs are given fifteen (15) calendar days to submit to the Regional Office (RO) the CFA to support the payment to the supplier;

2.3. Regional Office Level

- a. Upon receipt of the CFA from the SDO, the Regional Supply Officer shall prepare the Summary of Deliveries (SD) for the Region.
 - b. The SD will then be given to the Regional Inspection Committee (RIC) tasked to confirm accurateness and acceptability of the reported deliveries through random inspection, where deemed necessary;
 - c. A Final Inspection Report shall be prepared and submitted by the RIC within one (1) month from receipt of the SD, which shall serve as additional document to support payment to the supplier.
3. This Memorandum shall be adopted henceforth on all procurement, deliveries and payments undertaken at the Regional Office unless a contrary issuance is issued.
4. Immediate dissemination of and compliance with this Memorandum are expected.



DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Encls. : None

Reference : DepED Order No. 42, s. 2018

To be indicated in the Perpetual Index
under the following subjects :

DELIVERY POLICY PROCUREMENT REPORTS SCHOOL

Annex "A"

(Date)

Division of _____

CERTIFICATE OF FINAL ACCEPTANCE

This is to certify that this Division received and accepted in good order and condition the (Identify Items Delivered eg. All wood Desks/Chairs) listed hereunder which were delivered by (Name of Supplier) under (Name of Program eg. 2018 School Furniture Project) , to wit :

Name of School	Delivery Receipt No.	Item Delivered		
		Specification	Unit	Quantity
TOTAL				

Prepared by :

Division Supply Officer

Approved :

Schools Division Superintendent