



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

UNIM - 2022 - 05 - 037  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: MAY 04 2022  
 BY: [Signature]

**UNNUMBERED DIVISION MEMORANDUM**

Series of 2022

To: Division Bids and Awards Committee  
 Supply Officer  
 All others concerned

From: **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent

Subject: **Reconstitution of Division Inspectorate Team**

Date: May 4, 2022

- To uphold the governing principles of government procurement such as transparency, system of accountability and public monitoring of the procurement process through the selection, designation and training of highly competent and responsible individuals to perform functions related to the inspection of goods which is a significant element in the successful implementation of procurement contracts of the Department.
- Anent thereto, in compliance to DepEd Order No. 27, s. 2020, the BAC and concerned personnel are hereby informed of the reconstitution of the Division Inspectorate Team to wit:

Team Leader: MARIA CONCEPCION S. REYES  
 Regular Members: NEIL MAR B. CRUZADO  
 HENRY M. CIPRIANO

Provisional Members:

Projects	
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	PATERNO T. PADUA, JR.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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Food and Medicines, Dental Tools and Supplies and Other Health Supplies	HAZEL M. RUSIANA
Sports-Related Goods and Equipment	KARL LOUISE O. PAGARAN
Training / Seminar Kits	GRETCHEN V. CATANE
Furniture and Related Goods	JIMDANDY S. LUCINE
DCP Packages, IT related goods and Internet services	REX C. DACANAY
DRRM Supplies and Materials	RIO G. ARBUTANTE
Service Vehicles	KING JAMES T. BRANZUELA
Security, Janitorial and other General Services	IRISH J. CAGATCAGAT

3. All Inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
4. Any Member of an Inspectorate Team may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team.
5. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
6. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee (BAC) shall not be assigned to inspect items awarded by the BAC where they were assigned as provisional members.

### **FUNCTIONS OF THE INSPECTORATE TEAM**

7. The Inspectorate Team shall be in-charge of the overall conduct of pre delivery, delivery and post-delivery inspection of Dep-Ed procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Teams shall likewise perform functions such as, but not limited to, the following:



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- 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 goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
- h. Check the 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 Pre-Delivery Inspection Report stating, among others, its assessment and findings.
- k. Submit assessment reports and policy recommendations concerning the conduct of inspection.
- l. Attend meetings, conferences and training programs as may be required by the CO, RO and SDO.

### **CODE OF CONDUCT**

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.



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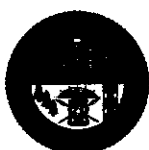


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- b) Avoid availing of free services from the Supplier such as meals, transportation and accommodation as this might lead to the expectation of favorable result of inspection. Acceptance or solicitation of any gift or favor from the Supplier is strictly 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.
8. This Memorandum shall be effective upon its issuance.
9. All Division Memoranda and other related issuance, rules and regulations and provision which are inconsistent this Memorandum are hereby repealed, rescinded, or modified accordingly.
10. Immediate widest dissemination of this memorandum is directed.

TO BE POSTED ON THE WEBSITE



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