




## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

FROM:   
ELPIDIA B. BERGADO, Ed.D  
Chief, Curriculum Implementation Division  
CHERRYLOU D. DE MESA  
OIC, Schools Division Superintendent

SUBJECT: **DIVISION COMPOSITION OF INSPECTORATE TEAM**

DATE: May 25, 2016

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In compliance with the Commission on Audit (COA) rules and regulations regarding inspection of deliveries, please be informed of the Division Composition of Inspectorate Team:

1. Verna C. Cabaya – Chairman
2. Gina B. Dulce – Member
3. Joel N. Mina – Member
4. Jesselle Mark P. Reyes – Member
5. Salvador P. Reaño – Member

The roles and responsibilities of Division Inspectorate Team are as follows:

- a. Conducts pre-delivery inspection prior to delivery to determine its compliance with the technical specification;
- b. Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts;
- c. Signs the Inspection and Acceptance Report form (IAR) and recommends payment/non-payment of the Supplier/Contractor;
- d. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
- e. Monitors the rectification of defective deliveries.

Guidelines on inspection of DepEd deliveries are stated in DepEd Order No. 5 s. 2010.

For your information and guidance.