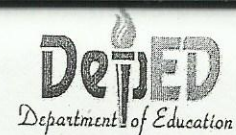




Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac



MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief- CID and SGOD
Section Heads
BAC Members

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date JUN 02 2015
Time 8:00 am
By: *[Signature]*

[Signature]
FROM: NYMPHA D. GUEMO
Asst. Schools Division Superintendent, OIC

SUBJECT: RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM (DIT)

DATE : June 2, 2015

1. In consonance with the provisions of DepEd Order No. 5, s. 2010 entitled "Guidelines on Inspection of DepEd Deliveries", the following members of the Division Inspectorate Team (DIT) are hereby designated:

A. INFRASTRUCTURE

Team Leader : RODGER A. MATIENZO
Members : EDGAR A. RIMA
GLENN C. CAMACHO
JOIE IRWIN C. TERNIDA

B. GOODS AND SERVICES

Team Leader : REY C. BONAYON
Members : SARAH CHIONG
CRISTY DE LEON
GREGGY BAGADIONG

2. The Division Inspectorate Team (DIT) shall be responsible for the inspection of services and infrastructure projects implemented by the Division Office.
3. **The General Functions of the Inspectorate Team** are as follows as provided in DepEd Order No. 5, s. 2010
 - 3.1 Conducts pre-delivery inspection prior to delivery to determine compliance with the technical specification.
 - 3.2 Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts.
 - 3.3 Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the Supplier/Contractor.
 - 3.4 Conducts post-delivery inspection prior to the issuance of Certificate of Acceptance.

MEMORANDUM

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Chief- CID and SGOD
Section Heads
BAC Members

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 - 3.4 Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance.
 - 3.5 Monitors the rectification of defective deliveries.

4. The members of the Inspectorate Team should strictly observe the provisions aforementioned DepEd Order in the performance of their specific roles and responsibilities.
5. The Ad-Hoc Inspectorate Team (sub-team) should be composed of at least three members. The team-of-three should invariably must have at least a member possess the expertise/technical knowledge on the goods/services being inspected, e.g., engineer or architect for the infra projects; a computer expert for IT deliveries; and supervisor for textbooks and other reference materials for release, etc.
6. Teams that need to travel in the performance of their tasks must use the service van of this Office, if available, or take any available public transportation. In no instance should they take rides with the contractors/suppliers to forestall the projective negative image to the public. Neither should any member receives/takes accommodation and other services from them.
7. For information, guidance and compliance.