

Republic of the Philippines
Department of Education
PHYSICAL FACILITIES AND SCHOOLS ENGINEERING DIVISION
DIVISION OF BOHOL
City of Tagbilaran



April 30, 2019

Division Memorandum
No. 212, s. 2019

To : Division Engineer, PFSED Project Engineers and Division Physical Facilities Staff
SGOD Chief/Engr. Phillip Marcelo Vigonte/Administrative OFFICER V/finance &
Accounting

Subject : **DUTIES AND RESPONSIBILITIES OF A DIVISION
INSPECTORATE(Infrastructure/Goods)**

1. The creation of a Division Inspectorate Team is mandated under OUA Memorandum 03-1018-0019 dated October 29, 2018. The seminar aims to defines the rule/functions of the Inspectorate Team, educate the designated inspectors on RA 9184 and its IRR, the guidelines on delivery, inspection, acceptance and recording of assets which was attended by Engr. Phillip Marcelo Vigonte and Samuel L. Fullido as SDO-Bohol delegates.
2. Pursuant to Division Memorandum No. 009 s. 2019 dated January 4, 2019 the Designation of Mandated Committees for SY 2019, Infrastructure Team and their Duties and Responsibilities as Division Inspectorate are as follows:

Chairman-SGOD Chief Desiderio V. Deligero/Engr. Phillip Marcelo Vigonte, oversees that the project is physically completed and ensure that the school head/end user accept it;
Administrative-Fermin M. Albutra/Representative-sees that the said project is physically completed;
Accounting/Finance-Marlon Lacea-to ensure that the project is physically completed and ready for payment;
Physical Facilities-Samuel L. Fullido, with the respective Division Engineer/Project Engineers (CD 1, 2 & 3) oversees the technical aspect of the said project(in accordance with the plans and specifications, the quality and quantity of the Program of Work and the descriptive items of the project are fully implemented.)
3. No overlapping of duties and responsibilities.
4. The same set of Division Inspectorate Team shall inspect and sign the new Inspection Report form in the partial and final billing of the project.
5. Attached is the new given Inspection Report introduced and discuss by Engr. Luis Purisima, Asst. Chief EFD, Central office. Inspection and Acceptance Report is in separate form with the Chairman of the Inspectorate Team and the Supply Officer as signatory for final claim.
6. The designated personnel are directed to religiously perform their Duties and Responsibilities.
7. This Memorandum supersedes the previous issuance and shall take effect in the CY 2018 Major Repair(Savings), QRF Rebid, CY 2019 Gabaldon Restoration, CY 2019 Major Repair and the 2019 Electrification and the succeeding projects to be implemented by the Division Office.
8. Immediate dissemination of this memorandum is desired.


NIMFA D. BONGO, Ed. D., CESO V
Schools Division Superintendent 

**INSPECTION REPORT
FOR INFRASTRUCTURE PROJECTS**

DATE _____

PROJECT: _____
 LOCATION: _____
 Contracting Parties: _____
 Contract Duration: _____ Date of Notice to Proceed: _____
 Effectivity Date: _____ Completion Date: _____
 Date of Inspection: _____

A. OBJECTIVE: _____

To validate the reported accomplishment and determine compliance with plans and specifications

B. SCOPE: _____

Progress accomplishment as to physical and technical aspects

C. REFERENCE DOCUMENTS:

SUBMITTED			DOCUMENT	DATE			Amount (PhP)	REMARKS
YES	NO	NA		YY	MM	DD		
			1	Original Contract				
			1.1	Plans				
			1.2	Specifications				
			1.3	Cost Breakdown				
			2	Change Order No.				
			3	Extra Work Order No.				
			3.1	Revised Plans				
			3.2	Specifications				
			3.3	Cost Breakdown				
			4	Agency Accomplishment Report				
			5	Agency Certificate of Completion				
			6	Agency Certificate of Acceptance				
			7	Test Results, if any				
			8	As-built Plans				
			9	Others				

D. METHODOLOGY

- 1 Study plans and specifications
- 2 Prepare inspection template/working paper
- 3 Conduct physical/ocular inspection
- 4 Conduct technical evaluation (e.g. measuring, testing, if applicable; etc.)

E. PERSONS/PERSONNEL PRESENT AT THE TIME OF INSPECTION

Name	Position and Designation

F. CONDITIONS/CIRCUMSTANCES ATTENDANT TO INSPECTION

G. RESULTS OF TECHNICAL EVALUATION

Work Items Involved		Contract		Agency Reported Accomplishment	
Item	Description	Amt	Wt %	%	Wt %
TOTAL					

H. NARRATIVE FINDINGS AND OBSERVATIONS

(Comments on whether appreciable/patent defects in the works and/or deviation from plans and specifications were noted including the amount of the noted discrepancy.)

Prepared by: _____

Reviewed by: _____

(Signature over Printed Name)

(Signature over printed name)

Approved: _____

(Signature over printed name)

Republic of the Philippines
 DEPARTMENT OF EDUCATION
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 DepEd Complex, Meralco Avenue
 Pasig City

INSPECTION & ACCEPTANCE REPORT

Project : _____

School/Location : _____

Contractor : _____
 Division : _____

Per ocular inspection conducted by the undersigned on _____ on the above mentioned project, the following were observed and noted:

Name of School	Observations/ Physical Accomplishment	Percentage

Works conformed as per specifications and based on the above observations, the physical accomplishment is placed and estimated at **100.00%** hence, the contractor is recommended for final billing equivalent thereto.

INSPECTION

Date Inspected: _____

Inspected, verified and found OK
as to quality and specifications

Inspectorate Team - Chairman

ACCEPTANCE

Date Received: _____

Complete

Partial

Division Supply Officer