



Republic of the Philippines
Department of Education
Region VII
SCHOOLS DIVISION OF BOHOL

Office Memorandum

No. 14, s. 2020

TO: CONCERNED DIVISION OFFICIALS/ PERSONNEL

SUBJECT: RECONSTITUTION OF INSPECTORATE TEAM IN THE DIVISION OFFICE

1. In compliance to the provision of DepEd Order No. 027, s. 2020 dated September 18, 2020, entitled "Guidelines on the Reconstitution of Inspectorate Team in Department of education Central Office, Regional and Schools Division Offices, and Schools", the following Division officials/personnel are hereby designated to compose the reconstituted Division Office Inspectorate Team:

Team Leader	SGOD Chief Dr. Desiderio V. Deligero
Regular Members	1. Alodia M. Calunsag 2. Lilian M. Baloria
Provisional Members	

Projects	EUs in the SDO	Provisional Members	Alternate/ Authorized Representative
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Curriculum Implementation Division – Learning Resources Management Section	Josephine Eronico	Firmo Tubac
Food and Medicines, Dental Tools and Supplies and Other	School Governance and Operations Division (SGOD) –	Maria Aurora Luma-ad	Clinio Galviso





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Health Supplies	School Health		
Sports-Related Goods and Equipment	SGOD	Debra Sabuero	Marina H. Bernasor
Training / Seminar Kits	Curriculum Implementati on Division	Carmela Restificar	Grace Mendez
Furniture and Related Goods	SGOD – Education Facilities Section	Domingo Lamoste, Jr.	Samuel Fullido
DCP Packages, IT- Related Goods and Internet Services	ICT Unit under the Office of the Schools Division Superintendent	Dinah Florence B. Talan	Antonio Pahang
DRRM Supplies and Materials	SGOD – Social Mobilization and Networking Section	Evelyn Marapao	Ana Liza Laurel
Service Vehicles	Administrative Section – Property and Supply	Armando Relampagos	Mark Anthony Araneta
Security, Janitorial and Other General Services	Administrative Section – General Services	Mark Cyril G. Potane	Mercedes B. Ungab



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2. The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd 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:
 1. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
 2. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
 3. 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.
 4. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
 5. Check the completeness and authenticity of the documents presented by the Supplier.
 6. 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.
 7. 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.
 8. Check the inclusion of warranty certificate and instructional manual.
 9. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
 10. Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings.
 11. Submit assessment reports and policy recommendations concerning



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- the conduct of inspection.
12. Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.
 3. This Office Memorandum shall take effect immediately upon its issuance.


BIANITO A. DAGATAN Ed D CESO V
Schools Division Superintendent



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