



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

TO: INSPECTORATE TEAM IN THE DIVISION OFFICE

SUBJECT: ORIENTATION OF THE NEWLY RECONSTITUTED INSPECTORATE TEAM

DATE: SEPTEMBER 29, 2020

1. Pursuant to Office Memorandum No. 14, s. 2020 entitled ***“Reconstitution of Inspectorate Team in the Division Office”*** please be informed that there will be an **Orientation of the Newly Reconstituted Inspectorate Team in the Division Office** on *Wednesday, September 30, 2020 at 2:00 o’clock in the afternoon at the Division Office Conference Room.*
2. Participants are the Regular Members, Provisional Members and the Alternate/Authorized Representatives of the newly reconstituted Inspectorate Team in the Schools Division Office (see attached list).
3. Agenda will include the Guidelines on the Reconstitution of the Inspectorate Team, its Composition and Functions.
4. Attendance of all the members is a must.
5. For your information, guidance and compliance.


BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent 

SGOD/dvd



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





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 Sabucro | Marina H. Bernasor |
| Training / Seminar Kits | Curriculum Implementation 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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