



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
 No. 115, s. 2022

February 7, 2022

RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Senior Education Program Specialists
 School Heads of Public Elementary and Secondary Schools
 Student Government Representative
 All others concerned

1. This is in reference to DepEd Order No. 27 s. 2020 re: Guidelines on the reconstitution of Inspectorate Team in the Department of Education Central Office, Regional, Schools Division Offices, and Schools.
2. The following are designated as new members of the Division Inspectorate Team:

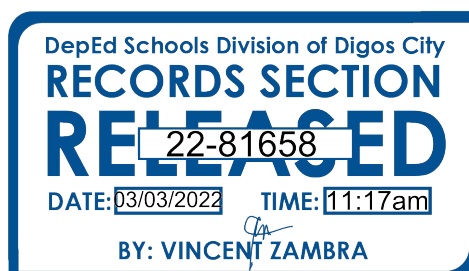
Team Leader	: Patriotiso O. Peñas
Regular Members	: Danilo M. Ebol, Jr.
	: April Rose A. Alcala
3. Further, the following are the Provisional Members for specific procurement projects:
 - I. Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME
 - a. Mishel C. Cadungog – EPS
 - b. Gemma P. Salanga – EPS
 - II. Food, Medicines, Dental Tools and Supplies and Other Health Supplies
 - a. Jasmine A. Asarak, DMD - Dentist II
 - b. Hazel Marie L. Escabillas - Nurse I
 - III. Sports-Related Goods and Equipment
 - a. Peter-Jason C. Senarillos – SEPS
 - b. Angel V. Bisaga, Jr. – EPS
 - IV. Training/Seminar Kits
 - a. Jem Boy B. Cabrella – EPS
 - b. Mary Joy B. Fortun – PSDS
 - V. Furniture and Related Goods
 - a. Helen N. Franconas – Engr. III
 - b. Marcelino E. Ranollo, Jr. – AO IV
 - VI. DCP Packages, IT Related Goods and Internets Services
 - a. Stephen R. Pascual – IT Officer
 - b. Xavier S. Fuentes - SEPS
 - VII. DRRM Supplies and Materials
 - a. Reyzen O. Monserate – PDO II
 - b. Peter-Jason C. Senarillos - SEPS
 - VIII. Service Vehicles
 - a. Dominador O. Espacio – ADAS II
 - b. Joel E. Estomo – ADAS II
 - IX. Security, Janitorial and Other General Services
 - a. Renante A. Pantonial – ADAS III



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- b. Rotsen Ray N. Gayud – ADAS III
- X. Infrastructure
- a. Helen N. Franconas – Engr. III
- b. Elmer A. Ardiente – Teacher I/ALS
4. 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 functions stipulated under DO. 27 s. 2020.
5. Only the representative of the Implementing Unit/End-User Unit as Provisional Member is replaced occasionally depending on the type of goods for inspection. The designation of the Team Leaders and Regular Members are fixed, subject to the rules on removal.
6. General implementing guidelines for the Committee are the following:
- a. All Inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
- b. Any Inspector from the Pool of Inspectors (CO) or Member of an Inspectorate Team (Field Offices) may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team through raffle (CO) or through Office Memorandum (Field Offices).
- c. In case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Order (CO) or Office Memorandum (Field Offices).
- d. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
- e. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee (BAC) shall not be assigned to inspect items awarded by the BAC where they were assigned as provisional members.
7. Observance of the Code of Conduct stipulated under DO 27 s. 2020 shall be observed by all the Members of the Inspectorate team to promote transparency, integrity and accountability.
8. All inspectors shall hold their positions for two years from date of appointment.
9. This memorandum shall take effect immediately. Immediate dissemination and compliance with this memorandum are desired.




CRISTY C. EPE
Schools Division Superintendent