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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

March 13, 2023

No. 050 s. 2022

To: *JEMBOY B. CABRELLA* ^{JS}
Education Program Supervisor 03-22-2023

Subject: **Designation Order**

1. This is in reference to Division Memorandum No. 115, s. 2022 re: Reconstitution of the Division Inspectorate Team in the City Schools Division Office.
2. In the exigency of service and in addition to your function as Education Program Supervisor you are hereby designated as the new Team Leader of the Division Inspectorate Team.
3. The Inspectorate Team shall be in-charge of the overall conduct of the pre-delivery, delivery and post delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under the 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.
4. 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 Leader and Regular Members are fixed, subject to the rules on removal.
5. General implementing guidelines for the Committee shall apply.
6. 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.
7. This memorandum shall take effect immediately. Immediate dissemination and compliance with this memorandum are desired.

For information and guidance.

JepEd Schools Division of Digos City
RECORDS SECTION

23-99583
DATE: MAR 22 2023 TIME: 9:10 AM
BY: *[Signature]*

CRISTY C. EPE
Schools Division Superintendent