



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

FEBRUARY 21, 2024

No. 016 s. 2024

RECONSTITUTION OF SCHOOLS DIVISION OFFICE INSPECTORATE TEAM

To: **Assistant Schools Division Superintendent**
Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
School Heads of Public Elementary and Secondary Schools
Student Government Representatives
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 : Jem Boy Cabrella - EPS
Alternate Team Leader : Mary Joy Fortun - PSDS ✓
Regular Members : Jason Gebana - Administrative Assistant II ✓
: Niño Vincent Rojo - Administrative Aide VI ✓

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. LR Manager - EPS ✓
 - b. Gemma P. Salanga - EPS
- II. Food, Medicines, Dental Tools and Supplies and Other Health Supplies
 - a. Jasmine Asarak, DMD – Dentist II
 - b. Hazel Marie Escabillas – Nurse I

- III. Sports- Related Goods and Equipment
 - a. Reyzen Monserate - EPS
 - b. Angel Bisaga Jr. - EPS
- IV. Training and Seminar Kits
 - a. Ronald Dedace ✓
 - b. Danilo M. Ebol, Jr.
- V. Furniture and Related Goods
 - a. Helen Franconas – Engr III
 - b. Marcelino Ranollo, Jr. – AO IV
- VI. DCP Packages, IT Related Goods and Internet Services
 - a. Stephen R. Pascual – IT officer
 - b. Ferdinand Magdadaro - PDO I
- VII. DRRM Supplies and Materials
 - a. Jayson Cardines - PDO II
 - b. Ronald Dedace - 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
 - b. Jose Merevilles
- X. Infrastructure
 - a. Helen N. Franconas – Engineer - III
 - b. Elmer A. Ardiente – teacher1/ 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 and inspection. The designation of Team Leaders and Regular Members is fixed, subject to the rules on removal.
6. General Implementing guidelines for the Committee are the following:
 - a. All inspectorates shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
 - b. Any Inspectorate 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 the Inspectorate Team through raffle (CO) or through Office Memorandum (Field Office).

- 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 the date of appointment.
9. This memorandum shall take effect immediately. Immediate dissemination and compliance with this memorandum are desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent *gr.*

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