



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**August 18, 2025**

No. 027 s. 2025

**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**  
**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 - PSDS
Alternate Team Leader	:	Mary Joy Fortun - PSDS
Regular Members	:	Jason Gebana - Administrative Assistant II
	:	Niño Vincent Rojo – Administrative Officer II
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 – Leilany Senirez
    - b. Elizabeth F. Quinonez - EPS
  - II. Food, Medicines, Dental Tools and Supplies and Other Health Supplies
    - a. Jasmine Asarak, DMD – Dentist II
    - b. Daissy Jane P. Sanoy – Nurse II
  - III. Sports- Related Goods and Equipment
    - a. Reyzen Monserate - EPS
    - b. Angel Bisaga Jr. - EPS
  - IV. Training and Seminar Kits
    - a. Ronald Dedace
    - b. Ruben Evarretta
  - V. Furniture and Related Goods
    - a. Engr. Jerick Vergara – Engr III
    - b. Jayson Cardines – PDO II
  - 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

X. Infrastructures

- a. Jerick Vergara – Engineer – III
- b. Jayson Cardines - PDO II

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.

DepEd Schools Division of Digos City  
RECORDS SECTION

RELEASED  
DATE: AUG 28 2025 TIME: 4:44pm

BY: \_\_\_\_\_

  
MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent