



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-729

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Public Schools District Supervisors
Education Program Supervisors
All others Concerned

Subject : **ADDENDUM TO DIVISION MEMORANDUM NO.003 s. 2026,
OTHERWISE KNOWN AS, "RECONSTITUTION OF SCHOOLS
DIVISION OFFICE INSPECTORATE TEAM"**

Date : July 8,2026

1. Relative to Division Memorandum No. 003 s. 2026, "Reconstitution of Schools Division Office Inspectorate Team", dated February 18, 2026, this office informs all concerned personnel that an addendum is hereby released to **expand the members of the inspectorate to include a team that will specifically handle the inspection and acceptance of School-Based Feeding Program (SBFP) goods.**
2. The personnel directed to perform the said task are the following:

Name	Designation	Roles and Responsibilities
Supply Office	Supply Officer	Accepts goods after inspection
JESSIE JAMES NEROSA	ADA VI	Check and inspect the School-Based Feeding Program Nutritious food products at the



📍 Roxas Street corner Lopez Jaena Street, Zone II, Digos City (8002)
☎ (082) 553-8375; (082) 553-8396
📘 DepEd Digos City
🌐 depeddigoscity.org



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

		SDO level every Monday (Time:7:00-8:00am)
EULA MARRS ALGONES	ADAS III	Check and inspect the School-Based Feeding Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)
EUNICE GADIA	ADAS II	Check and inspect the School-Based Feeding Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)
FRAYCHILL ANTIPUESTO	ADA VI	Check and inspect the School-Based Feeding Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)
Health and Nutrition Unit Personnel (HNU)		Remarks: The HNU team is not allowed to signed/approved RIS/IARS
DAISSY JANE P. SANJOY, RN	Division SBFP Focal	Check and inspect the School-Based Feeding Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)
GEMRO C. EBALLE, RN	SBFP Focal Alternate	Check and inspect the School-Based Feeding Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)
DHELMIE CHRISTINE S. PENAS, RN	SBFP Focal Alternate	Check and inspect the School-Based Feeding





Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

2- Technical Assistant I		<p>Program Nutritious food products at the SDO level every Monday (Time:7:00-8:00am)</p> <p>Note: in case the SBFP focal is not available</p> <p>Check and inspect the School-Based Feeding Program Nutritious food products at the School level and SDO</p> <p>Monitor the daily feeding activities/implementation at the school level and submit report to the SDO SBFP focal, provide technical assistance to the SBFP implementing schools</p> <p>Assist the SBFP focal and does other related SBFP task</p> <p>Note: in case the SBFP focal and SBFP alternate is not available</p>
1- Administrative Assistant II		<p>Check and inspect the School-Based Feeding Program Nutritious food products at the School level and SDO</p> <p>Monitor the daily feeding activities/implementation at the school level and submit report to the SDO SBFP focal, provide technical assistance to the SBFP implementing schools</p> <p>Assist the SBFP focal and does other related SBFP task.</p>






Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

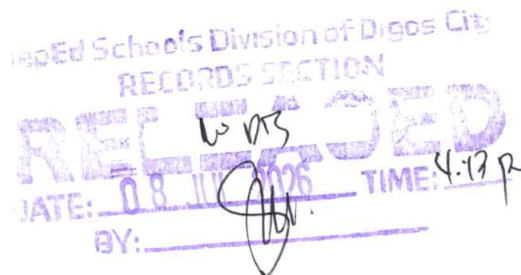
Office of the Schools Division Superintendent

3. All other provisions, directives stated in Division Memorandum No.003 s. 2026 shall remain in effect and unchanged.
4. For information and strict compliance.

For and in the absence of the Schools Division Superintendent:


PETER JASON C. SENARILLOS
SEPS-SMN
Officer-In-Charge





Sgod/hnu/djps



📍 Roxas Street corner Lopez Jaena Street, Zone II, Digos City (8002)
☎ (082) 553-8375; (082) 553-8396
📘 DepEd Digos City
🌐 depeddigoscity.org



DIV INSP TEAM

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 003 s. 2026

February 18, 2026

RECONSTITUTION OF SCHOOLS DIVISION OFFICE INSPECTORATE TEAM

To: **Assistant Schools Division Superintendent**
Chiefs of SGOD and CID
Public Schools District Supervisors
Education Program Supervisors
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	:	Elizabeth F. Quiñones - EPS
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. Leilani T. Señires – EPS
 - b. Juvy A. Comaingking – Librarian II
 - 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 - SEPS
 - b. Angel Bisaga Jr. - EPS
 - IV. Training and Seminar Kits
 - a. Ronald B. Dedace - PSDS
 - b. Vincent S. Zambra – ADAS III
 - 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. Airon M. Alejandro - Planning Officer III

VIII. Service Vehicles

- a. Dominador O. Espacio – ADA IV
- 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

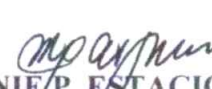
- 4. The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery, and post-delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under DO No. 5 s. 2010 and DO no. 42 s. 2018, all Inspectorate Teams shall likewise perform functions 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~~ ^{designation}.
- 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: 20 FEB 2025 TIME: 12:25 PM

BY: 


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