



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

24 MARCH 2021

DIVISION MEMORANDUM
No. 109 s. 2021

RECONSTITUTION OF DIVISION INSPECTORATE TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to Deped Order No. 27, s. 2020 Guidelines On the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools”, the Division Inspectorate Team is hereby reconstituted to be composed of the following:

NAME	POSITION	DESIGNATION / ASSIGNMENT
1. CHRISTIAN J. BABLES	EPS-Filipino	Team Leader
2.SANCHO C. CALATRAVA	EPS-Araling Panlipunan	Member – CID Unit
3.LUZVIMINDA E. SALUDARES	EPS	Member – SGOD Unit
4.GRASIELA L. HERNANDEZ	Administrative Asst. III	Member – Administrative Unit
5.NATALIO A. PANGANIBAN JR.	Administrative Asst. I	Member –Budget
6.JOYCE ANNE P. LIMBO	Administrative Asst. III	Member –Finance Unit
7.Representative from the Procuring Entity who has knowledge/technical expertise relevant to the goods delivered		Provisional Member

Roles and responsibilities of the inspectorate team are as follows:

- a. Check the completeness and authenticity of supporting documents upon receipt of the request for inspection.
- b. Proceed to delivery site and conduct inspection and testing procedures when necessary.
- c. Inspect prior to payment the goods bought by the Department to ensure that such goods to be paid are in accordance with the specifications.
- d. Inspect consumable and perishable items.
- e. Signs the Inspection and Acceptance Report Summary form (IAR) and recommends payment/non-payment of the Supplier/Contractor.



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- f. Act as pre/post-repair evaluators prior to the issuance of Certificate of Final Acceptance.
 - g. Ensure that the necessary inspection procedures are done with transparency and in accordance with generally acceptable accounting and auditing principles including the involvement of COA or other outside experts when the need calls for it.
 - h. Issue a formal report addressed to the Head of the Agency in case material finding/s arise in the inspection.
 - i. Do other related tasks to ensure that the objectives are relevant guidelines and orders are realized.
2. This memorandum shall take effect immediately and shall remain in full force until sooner modified or revoked by the undersigned and/or by competent authority.
3. For your appropriate action and compliance.

ANIANO M. OGAYON, CESO V ✓
Schools Division Superintendent

