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

18 November 2020

DIVISION MEMORANDUM  
No. 206 s. 2020

**ADDENDUM TO SCHOOL DIVISION INSPECTORATE TEAM**

To: OIC-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 entitled "Guidelines On the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools" and Division Memorandum No. 137 s. 2020, "Reconstitution of the Members of Division Bids and Awards Committee (BAC), BAC Secretariat, Technical Working Group and Inspectorate Team, we hereby reconstitute additional Inspectorate Team Members effective November 19, 2020, to wit;

NAME	POSITION	DESIGNATION/ASSIGNMENT
1. MARILOU C. CUATERNO	Administrative Assistant III	Member-Finance Unit
2. FRANCES THEA T. JAVAL	Administrative Assistant III	Member-Finance Unit
3. CHARLENE R. RAGO	Administrative Assistant III	Member-Finance Unit
4. KATHLEEN J. DAZO	Administrative Assistant III	Member-Administrative Unit
5. BEATRICE B. SALAZAR	Administrative Aide VI	Member-CID Unit
6. FRANCESKA WYNORI JANE ZAGALA	Administrative Aide VI	Member-SGOD Unit
7. JUSLYN ROSE SANCHEZ	Administrative Assistant II	Member-Finance Unit

The Inspectorate Team shall perform the following functions:

- Check the completeness and authenticity of supporting documents upon receipt of the request for inspection.
- Proceed to delivery site and conduct inspection and testing procedures when necessary.
- Inspect prior to payment the goods bought by the Department to ensure that such goods to be paid are in accordance with the specifications.
- Inspect consumable and perishable items.



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- e. Signs the Inspection and Acceptance Report Summary form (IAR) and recommends payment/non-payment of the Supplier/Contractor.
  - 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 of relevant guidelines and orders are realized.
2. All other provisions stated in DM No. 137, s. 2020 remain the same.
  3. Immediate dissemination of this Memorandum is earnestly desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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