MEMORANDUM

TO: Asst. Schools Division Superintendent
   Chief- CID and SGOD
   Section Heads
   BAC Members

FROM: NYMPHA D. GUEMO
   Asst. Schools Division Superintendent, OIC

SUBJECT: RECONSTITUTION OF THE DIVISION INSPECTORATE TEAM (DIT)

DATE: June 2, 2015

1. In consonance with the provisions of DepEd Order No. 5, s. 2010 entitled "Guidelines on Inspection of DepEd Deliveries", the following members of the Division Inspectorate Team (DIT) are hereby designated:

A. INFRASTRUCTURE

   Team Leader: RODGER A. MATIENZO
   Members: EDGAR A. RIMA
             GLENN C. CAMACHO
             JOIE IRWIN C. TERNIDA

B. GOODS AND SERVICES

   Team Leader: REY C. BONAYON
   Members: SARAH CHIONG
             CRISTY DE LEON
             GREGGY BAGADIONG

2. The Division Inspectorate Team (DIT) shall be responsible for the inspection of services and infrastructure projects implemented by the Division Office.

3. The General Functions of the Inspectorate Team are as follows as provided in DepEd Order No. 5, s. 2010

   3.1 Conducts pre-delivery inspection prior to delivery to determine compliance with the technical specification.
   3.2 Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts.
   3.3 Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the Supplier/Contractor.
   3.4 Conducts post-delivery inspections prior to the payment of final stop.
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   3.3 Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the Supplier/Contractor.
   3.4 Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance.
   3.5 Monitors the rectification of defective deliveries.
4. The members of the Inspectorate Team should strictly observe the provisions of the aforementioned DepEd Order in the performance of their specific roles and responsibilities.

5. The Ad-Hoc Inspectorate Team (sub-team) should be composed of at least three members. The team-of-three should invariably have at least one member possess the expertise/technical knowledge on the goods/services being inspected, e.g., engineer or architect for the infra projects; a computer expert for IT deliveries; and supervisor for textbooks and other reference materials for release, etc.

6. Teams that need to travel in the performance of their tasks must use the service van of this Office, if available, or take any available public transportation. In no instance should they take rides with the contractors/suppliers to forestall the projective negative image to the public. Neither should any member receive/take accommodation and other services from them.

7. For information, guidance and compliance.