



**RELEASED**

October 5, 2020

DATE: 10/5/20

**DIVISION MEMORANDUM**

No. 226, s. 2020

**RECONSTITUTION OF THE DIVISION AND SCHOOL INSPECTORATE  
 TEAM PURSUANT TO DEPED ORDER NO. 27, S. 2020**

To: Office of the Schools Division Superintendent (OSDS)  
 Curriculum Implementation Division (CID)  
 School Governance and Operations Division (SGOD)  
 Elementary and Secondary School Heads  
 This Division

1. Cognizant to the mandate of Republic Act No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, 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" is issued which aims to uphold the governing principles of government procurement through the selection and designation of highly competent and responsible individuals to perform functions as inspectorate team.

2. Hereunder is the composition of the **Division Inspectorate Team**, to wit:

- Team Leader:* **Virginia S. Bagaboyboy**  
*Regular Members:* **Christine F. Burlat** – representative from the Accounting Unit  
**Ronie E. Senarillos** - representative from the Supply Office

*Provisional Members:*

| Projects  | IUs/EUs in the SDO   | Provisional Member   |
|---|--|--|
| Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME | Curriculum Implementation Division-Learning Resources Management Section | <b>Gina L. Mandawe</b><br><i>Alternate:</i><br><b>Marilou S. Galvez</b>              |
| Food and Medicines, Dental Tools and Supplies and Other Health Supplies                         | School Governance and Operations Division (SGOD) – School Health         | <b>Dr. Jun Clifford C. Estrella</b><br><i>Alternate:</i><br><b>Winnie T. Mendoza</b> |
| Sports-Related Goods and Equipment  | SGOD   | <b>Redeemer D. Denapo</b><br><i>Alternate:</i><br><b>Mario Esteban C. Arsenal</b>    |





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| Training/ Seminar Kits                               | Curriculum Implementation Division                               | <b>Gina L. Mandawe</b><br><i>Alternate:</i><br><b>Puriza L. Legaspi</b>          |
| Furniture and Related Goods                          | SGOD-Education Facilities Section                                | <b>Wilfredo B. Cañete</b><br><i>Alternate:</i><br><b>Engr. Wilson M. Ozaraga</b> |
| DCP Packages, IT-Related Goods and Internet Services | ICT Unit under the Office of the Schools Division Superintendent | <b>Alden M. Antonio</b><br><i>Alternate:</i><br><b>Liegh S. Enayo</b>            |
| DRRM Supplies and Materials                          | SGOD   | <b>Jolito P. Vince</b><br><i>Alternate:</i><br><b>Arniel B. Mehoy</b>            |
| Service Vehicles                                     | Administrative Section – Property and Supply                     | <b>Ronie E. Senarillos</b><br><i>Alternate:</i><br><b>Margissa T. Amen</b>       |
| Security, Janitorial and Other General Services      | Administrative Division-General Services                         | <b>Margissa T. Amen</b><br><i>Alternate:</i><br><b>Delma R. Denapo</b>           |

3. The inspectorate team shall conduct pre-delivery inspection before acceptance upon delivery and post-delivery inspections of DepEd procured goods. The inspection of infrastructure projects is not covered by the inspectorate team.

4. In addition, there shall be a School Inspectorate Team which shall be in-charge of the inspection procedure upon delivery and before acceptance of all types of goods. **School Heads shall submit to this Office not later than October 16, 2020 a copy of your School Inspectorate Team**, which shall be composed of a Team Leader, Regular Members and a Provisional Member particularly described as follows:

**Team Leader**

Must be a 2<sup>nd</sup> ranking permanent official in the School.

**Regular Members**

Shall be the following School personnel:

1. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
2. School Property Custodian or Supply Officer; and
3. School Accountant or Bookkeeper.

**Provisional Members**

May be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

5. Kindly refer to DepEd Order no. 27, s. 2020 for additional information.

6. For strict compliance.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/bjc/10-05-2020

