



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

03311

September 6, 2024

DIVISION MEMORANDUM

No. **232**, s. 2024

**RECONSTITUTION OF THE COMPOSITION OF THE DIVISION INSPECTORATE TEAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Elementary and Secondary School Heads  
This Schools Division

1. In compliance with the Commission on Audit (COA) rules and regulations regarding inspection of deliveries, please be informed of the reconstitution of the Division Inspectorate Team:

Team Leader : **Cristina B. Poncio**  
*Administrative Officer V*  
Regular Members : **Mary Joan B. Arca**  
*Administrative Assistant III*  
**Pierce John A. Vargas**  
*Administrative Aide VI*

Provisional Members:

*Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME:*

**WALDEN G. HABANA**  
*Education Program Supervisor – LRMDS*  
**Oswald A. Valiente**  
*PDO II*

*Food and Medicines and Other Health Supplies*

**Karen P. Baldomar**  
*Nurse II*  
**Jocelyn A. Cobico**  
*Nurse II*

*Dental Tools and Supplies*

**Xantifa M. Noblejas**  
*Dentist II*  
**Jaime B. Villarta**  
*Dental Aide*

*Sports Related Goods and Equipment*

**Arnulfo Anselm C. Hortiz**

Education Program Supervisor- SGOD

**Jack James Delos Santos**

*Nurse II*

*Training / Seminar Kits*

**Arnulfo Anselm C. Hortiz**

Education Program Supervisor- SGOD

**Ayrine C. Geronimo**

*Furniture and Related Goods*

**Oliver R. Cariaso**

*Planning Officer III*

**Charle H. Gecha**

*Administrative Aide I*

*DCP Packages, IT – Related Goods and Internet Services*

**Jonas Carlo F. Trillana**

*Information Technology Officer I*

**John Michael L. Viola**

*Administrative Aide VI*

*DRRM Supplies and Materials*

**Fred Jimenez**

*PDO II*

**Jack James Delos Santos**

*Nurse II*

*Service Vehicles*

**Elmer A. Batallones**

*Driver*

**Jaime B. Villarta**

*Dental Aide*

*Security, Janitorial and other General Services*

**Sheila H. Ydel**

*Administrative Officer II*

**Jeriche Mel E. Garrido**

*Administrative Assistant III*

2. The roles and responsibilities of the Division Inspectorate Team are as follows:
  - a. Conducts pre-delivery inspection prior to delivery to determine its compliance with the technical specification;
  - b. Inspects the delivered goods in accordance with the perfected Purchase Order/Contracts;
  - c. Signs the Inspection and Acceptance Report form (IAR) and recommends payment/non-payment of the Supplier/Contractor;
  - d. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
  - e. Monitors the rectification of defective deliveries.

3. For information and guidance of all concerned.

*AK*  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent  
*✓*

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEE  
DELIVERY  
PROCUREMENT

SDS/vav/jfc

