

February 03, 2025

DIVISION MEMORANDUM

No. **033**, s. 2025

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 : **Virginia A. Vinalay**
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

Jaime B. Villarta
Dental Aide

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

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.

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

For the SDS

dmmb
DANTE J. MARCELO, CESO VI
Assistant Schools Division Superintendent

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

COMMITTEE
DELIVERY
PROCUREMENT

SDS/vav/jfc

