



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

10,40

Office of the Schools Division Superintendent

OFFICE ORDER

No. 69 s, 2025

To: Assistant Schools Division Superintendent

Chiefs, Functional Division

Heads, Functional Units

Bids and Awards Committee

All Other Concerned

From: **GAUDENCIO C. ALJIBE, JR, PhD, CESO V**

Schools Division Superintendent

Subject: **RECONSTITUTION OF THE INSPECTORATE TEAM FOR THIS DIVISION, FOR GOODS AND SERVICES**

Date: December 15, 2025

1. This designation is pursuant to DepEd Order No. 004, s. 2024 dated March 11, 2025, or the *Guidelines in the Procurement of Goods Using Supply and Delivery Strategy and Contract Implementation of Procurement of Goods in the Department of Education* amending DepEd Order No. 05, s. 2010, or the *Guidelines on Inspection of DepEd Deliveries* item B.3 Inspection and Acceptance of Delivery Sites / Final Destination sets the requirements for composition of the inspection and acceptance of deliveries. **The inspectorate for Infrastructure Projects shall be retained to the Office of School Facilities considering their specialized technical expertise.**
2. **Composition of the Inspectorate Team for Goods and Services.**

Pursuant to item B.3.1.c of the above DepEd Order the inspectorate team for SDO shall compose of one (1) team leader who must be at least 4th ranking permanent official in the SDO, and two (2) members, one representative from the Accounting Unit and one from end-user. In addition to the aforesaid mandatory members, a representative of the ICT Unit shall be designated as member for specialized inspection requirement for IT equipment, hardware and software. Therefore, this Office hereby designates the Inspectorate Team as follows:

Name of Personnel	Designation
BEA A. OLMEDO Project Development Officer I	Inspectorate Team Leader

DepEd Northern Samar

LAINE CAPATE LAORENO, CPA Accountant I	Inspectorate Team Member Representative from Accounting Unit
*ROLANDO P. LUCENECIO, JR Division IT Officer I or	Inspectorate Team Member For IT related goods and services including hardware and software
RAUL EPIFANIO P. FIGUEROA, JR ICT Unit Personnel	
End User or Representative form Unit depending on program delivery	Inspectorate Team Member

**Included as mandatory member considering the need for technical expertise, aside from End User or representative from Unit.*

3. Duties and Functions of the Inspectorate Team for Goods and Services.

Pursuant to item B.3.3.2 the Division Inspectorate Team shall have the following Duties and Functions:

- a. Inspect all the goods/services delivered as to physical form or condition and quality.
- b. Unless, revised in the bidding documents, the guidelines for the inspection of quantity and quality of goods delivered are as follows:
 - i. Check the Delivery Receipt (DR) of the Supplier which should reflect the following:
 - a) Name of Supplier
 - b) Name of Recipient/School
 - c) Date of Delivery vs Contact
 - d) Quantity of items/goods delivered
 - e) Description of the item(s) /goods delivered
 - f) Description of the item(s) /goods delivered
 - g) Delivery Receipt No.
 - ii. Check the Inspection and Acceptance Report (AIR) Form prepared by the project owner; the information should be the same as on the Delivery Receipt (DR). Acceptance Report (AIR) Form should reflect the description of items delivered and the corresponding unit costs. There will be four (4) copies of the IAR, to wit
 - a) 1 copy for supplier for billing
 - b) 1 copy for the SDO Inspector/Inspectorate Team
 - c) 1 copy for the Accounting Unit for accomplishment of JEV
 - d) 1 copy for file (Central Office or Regional Office)
 - iii. Check if delivered items conform to the technical specifications and standard quality.
 - a) The materials used should be new or unused.
 - b) The workmanship should be fine and acceptable.
 - c) The unit or equipment properly installed and tested to be working.

- d) Items with defects, missing or with broken parts should be returned to the supplier at the time of delivery. The Supplier shall immediately replace the rejected item(s) from the available buffer stock, deliveries may be made on agreed separate schedule, noted on the back of the delivery receipt.
- iv. Check the markings/ labels and packaging, if applicable.
- v. Check completeness of set including manuals, if applicable.
- vi. Upon satisfactory completion of deliverables, the Inspectorate shall issue *Certificate of Final Acceptance*.

4. Term of Office:

The designated members shall serve for a fixed term of **one (1) year**, which may be renewed at the discretion of the HoPE.

In the event of resignation, retirement, or any other reason that a member cannot complete their term, the HoPE shall designate a replacement to serve the unexpired term.

5. For guidance and compliance.

