



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

11 April 2024

School Memorandum
No. 7, s. 2024

RECONSTITUTED INSPECTORATE TEAM

TO: TEACHING AND NON-TEACHING STAFF
ALL OTHER CONCERN

1. Pursuant to the guidelines set forth in Republic Act 9184, otherwise known as the Government Procurement Reform Act and Its Implementing Rules and Regulations and 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, the Inspectorate Team of LUIS Y FERRER JR. SENIOR HIGH SCHOOL are constituted as follows:

Regular Members

	Name of Members
Team Leader	Ruben Montoya OIC - Assistant Principal II
Members	Marikris C. Villanueva Teacher II
	Randy F. Gonzales ADAS II - Property Custodian
	Jerlyn B. Ambogia Registrar I

Provisional Members

	Name of Members
Third-Party	Alma P. Bondoc

2. The tenure of the Inspectorate Team shall be for a period of two years only.



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3. As stated in DO No. 27 s. 2020 and DO No. 41 s. 2021, the Inspectorate Team shall perform the following functions:
- a. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
 - b. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
 - c. Prepare the inspection references prior to the scheduled inspection such as copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, the necessary measuring and testing instruments and the forms for recording the measurement data.
 - d. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
 - e. Check the completeness and authenticity of the documents presented by the supplier.
 - f. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract /Purchase Order are met.
 - g. Perform trial and operational tests on equipment, computers, and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
 - h. Check the inclusion of warranty certificate and instructional manual.
 - i. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
 - j. Prepare and submit promptly the Pre-Delivery Inspection Report stating, among others, its assessment, and findings.
 - k. Submit assessment reports and policy recommendations concerning the conduct of inspection.
 - l. Attend meetings, conferences and training programs as may be required by the CO or Heads of Ros, and SDOs and Schools.
4. Immediate dissemination of this memorandum is desired.


SALLY P. GENUINO
Principal II