



Republic of the Philippines
 Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 039, s. 2021

SUBMISSION OF SCHOOL'S INSPECTORATE TEAM

To: Elementary / Secondary School Heads

1. Pursuant to DepEd Order No. 027 s. 2020 "Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and School Division Offices, and Schools" all elementary and secondary schools including SHS are required to submit their composition of School Inspectorate Team (SIT) at the Division Office , Property Section on or before February 26, 2021.

2. Composition of the Inspectorate Team are as follows:

Designation	Name	Plantilla Position
Team Leader (1)	must be a 2 nd ranking official	
Regular Members (3)	Teacher who has adequate knowledge& technical skills to the goods procured (shall be replaced occasionally depending on the type of goods delivered)	
	School Property Custodian or representative from the end user	
	School Accountant or Book Keeper	
Provision Member (1)	Representative from the PTA or a Barangay Official	

3. Enclosure No. 1 is the template for specimen signatures of the SIT and the Authorized Receiving Personnel (ARP) to be submitted as an attachment to the School's Memorandum on the composition of the SIT.
4. It is further reiterated that School's Inspectorate Team shall have the responsibilities in the pre-delivery inspection, inspection before acceptance upon delivery and post delivery inspection of schools procured goods in strict observance of the existing laws, rules and regulations on government procurement and to DepEd Order No. 42, s. 2018 (Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets).
5. Adherence and compliance to DepEd Order No. 42 s. 2018 is directed. Any violation of the said order shall be dealt with administratively.
6. For information and strict compliance.


ZENIA G. MOSTOLES, EdD, CESO V
 Schools Division Superintendent



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ENCLOSURE NO. 1

Note: Please use the letterhead of your schools in filling up this form

District/School: _____

MAMBERS OF THE SCHOOL INSPECTORATE TEAM (SIT)

Name	Designation	Tel. No./Telefax/CP No./Email Add or other contact number	Specimen Signature

AUTHORIZED RECEIVING PERSONNEL (ARP)

Name	Designation	Tel. No./Telefax/CP No./Email Add or other contact number	Specimen Signature
	Property Custodian		
	Alternate Property Custodian		

Approved/Attested by:

Principal