



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

November 17, 2025

DIVISION MEMORANDUM

No. 567s, 2025

To: Assistants Schools Division Superintendents
Public Schools District Supervisors
Secondary and Elementary School Heads
School Property Custodian
All other Concerned

**REITERATION OF DIVISION MEMORANDUM NO. 039, S. 2021:
SUBMISSION OF SCHOOLS INSPECTORATE TEAM**

1. In line with **Division Memorandum No. 039, s. 2021**, all districts and schools are directed to submit the updated composition of the Schools Inspectorate Team (SIT). The SIT is essential in ensuring compliance with standards and monitoring school operations.
2. Enclosed with this memorandum is the template for the signature specimen of the SIT and the Authorized Receiving Personnel. The accomplished School memorandum and template must be uploaded to the following link: **<https://shorturl.at/gtSlY> on or before November 25, 2025.**
3. It is desired that this matter be widely disseminated.


CECILIA E. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Property and Supply Unit



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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Enclosure no. 1 Division Memorandum No. 767s, 2025

***Template**

(School Name) School Inspectorate Team

SIGNATURE

NAME

Team Leader

SIGNATURE

NAME

Regular Member

SIGNATURE

NAME

Regular Member

SIGNATURE

NAME

Regular Member

Prepared by:

Noted by:

SIGNATURE

NAME

Administrative Officer II

Property Custodian

SIGNATURE

NAME

School Head

Note: Please use the letterhead of your school.



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