



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

February 16, 2026

**DIVISION MEMORANDUM**

No. 97 s. 2026

*ME*

**CONSTITUTION OF THE DIVISION INSPECTORATE TEAMS  
 FOR GOODS AND INFRASTRUCTURE PROJECTS**

**To:** Assistant Schools Division Superintendents  
 CID and SGOD Chiefs  
 SDO Unit/Section Heads  
 All Others Concerned

1. In the exigency of service and pursuant to DepEd Order No. 27, s. 2020 (Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools) and Regional Memorandum No. 51, s. 2024 (Revised Implementation Guidelines on the Procurement Management System for DepEd Region III), this Office hereby reconstitutes the Division Inspectorate Teams for Goods and Infrastructure Projects effective immediately which shall be composed of the following:

A. Goods/Services

Team Leader:	JOEL I. VASALLO, PhD <i>Education Program Supervisor (TLE)</i>
	<i>Representative from the Accounting Section</i>
Regular Members:	CLAIRE C. DE JESUS ADAS III <i>Alternate Member:</i>
	NOEL DL. SALCEDO ADAS III
	<i>Representative from the Property and Supply Unit</i>
	RHIALYN O. DEL ROSARIO ADAS II <i>Alternate Member:</i>
	SHAIRO R. CENTENO ADAS III





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

Provisional Members		
Description	Office	Member (anyone)
Learning Materials, SLR, Printing Projects and LTE for TVL & SME	CID – LRMDs	EPS – LRMDs PDO II Librarian
Food & Medicines, Dental Tools and Supplies & Other Health Supplies	SGOD – Health & Nutrition	Medical Officer Dentist Nurse
Sports-related Goods and Equipment	SGOD	DEPS – Division Sports Officer
Training/Seminar Kits	CID- DEPS	DEPS
Furniture and Related Goods	SGOD – Physical Facilities	Division Engineer
DCP Packages, IT-Related Goods & Internet Services	OSDS- ICT	IT Officer ADAS II ADA VI
DRRM Supplies & Materials	SGOD – DRRM	PDO II
Service Vehicles/Security, Janitorial and Other General Services	OSDS – Administrative Services	AO V



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



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SCHOOLS DIVISION OF BULACAN

B. Infrastructure Projects

Team Leader:	JAY-ARR C. TAYAO, DBA, EdD. SGOD - Education Program Supervisor <i>Representative from the Accounting Section</i>
Regular Members:	NOEL DL. SALCEDO ADAS III <i>Alternate Member: CLAIRE C. DE JESUS ADAS III</i> <i>Representative from the Property and Supply Unit</i>
	SHAIRO R. CENTENO ADAS III <i>Alternate Member: RHIALYN O. DEL ROSARIO ADAS II</i>
Provisional Members:	ENGR. CARL PAULO A. FERNANDO Division Engineer <i>Alternate Member:</i> ENGR. MICHAEL R. EBREO Division Engineer End User Representative

2. This Designation bears authority to assume duties and responsibilities attached to it with strict observance to the guidelines set forth in relevant issuances pertaining to inspection of goods/services and infrastructure projects.
3. Likewise, this designation is in addition to their official functions inherent to the position and entails no additional compensation.
4. Immediate dissemination of this Memorandum is desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent

Property & Supply Unit  
February 16, 2026



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Republic of the Philippines  
**Department of Education**

18 SEP 2020

DepEd O R D E R  
No. **027** s. 2020

**GUIDELINES ON THE RECONSTITUTION OF INSPECTORATE TEAM  
IN THE DEPARTMENT OF EDUCATION CENTRAL OFFICE,  
REGIONAL AND SCHOOLS DIVISION OFFICES, AND SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to Republic Act (RA) No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations, the enclosed **Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices, and Schools** is issued to uphold the governing principles of government procurement such as transparency, system of accountability and public monitoring of the procurement process through the selection, designation and training of highly competent and responsible individuals to perform functions related to the inspection of goods which is a significant element in the successful implementation of procurement contracts of the Department.
2. The guidelines shall apply to pre-delivery inspection, inspection before acceptance upon delivery and post-delivery inspections of DepEd procured goods in the Central Office, Regional Offices, Schools Division Offices, and schools. The inspection of infrastructure projects is not covered by this policy.
3. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.
4. For more information, contact the **Office of the Assistant Secretary for Procurement and Administration**, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [asec.pa@deped.gov.ph](mailto:asec.pa@deped.gov.ph) or at telephone number (02) 8634-1169.
5. This Order shall take effect immediately upon its issuance.
6. Immediate dissemination of and strict compliance with this Order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary



Encl/s.:

As stated

References:

DepEd Order No. 5, s. 2010

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

INSPECTION  
POLICY  
PROCUREMENT  
RULES AND REGULATIONS

JD DO Guidelines – Reconstitution of Inspectorate Team  
September 18, 2020

**GUIDELINES ON THE RECONSTITUTION OF INSPECTORATE TEAM IN  
THE DEPARTMENT OF EDUCATION CENTRAL OFFICE, REGIONAL AND  
SCHOOLS DIVISION OFFICES AND SCHOOLS**

**I. RATIONALE**

The inspection of goods is a vital component of procurement and audit processes and thus mandates active monitoring and supervision by the Procuring Entity. In 2010, the Department of Education (DepEd) issued DepEd Order (DO) No. 5, s. 2010, titled Guidelines on Inspection of DepEd Deliveries which provided the standards and procedures in the inspection of deliveries and required the creation of Inspectorate Team in the Department.

This policy seeks to enhance the system of selection, deployment, and supervision of the DepEd Inspectorate Teams and to resolve policy, procedural, and ethical issues that are not addressable by prior and existing issuances of the Department.

This policy also aims to promote improved inspection standards and practices in all DepEd governance levels and eradicate all occasions for fraud and corruption in the conduct of inspections. The adoption of these new measures seeks to guarantee strict compliance of deliveries with technical specifications, quality standards and contract requirements. In addition, this policy aims to further support the Department's learning strategies through the assurance of steady production and delivery of learning materials and services for the use of teachers and learners.

**II. SCOPE**

These guidelines shall apply to pre-delivery inspection, inspection before acceptance upon delivery and post-delivery inspections of DepEd procured goods in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs) and Schools. The inspection of infrastructure projects is not covered by this policy.

**III. DEFINITION OF TERMS**

For purposes of this Order, the following terms are defined and understood as follows:

- a. **Reconstitution of Inspectorate Team** refers to the process of restructuring the composition of existing Inspectorate Teams in the DepEd CO, ROs, SDOs and Schools, and designating the members thereof.
- b. **Pool of Inspectors** refers to the body of Inspectors in the DepEd CO from which a number of Inspectorate Teams shall be formed. The Inspectors composing the Pool are those recommended by the Implementing Units/End-User Units and the Office of the Assistant Secretary for Procurement and Administration (OASPA) and officially designated by the Secretary through an Office Order.



- c. **Inspectorate Team** refers to the group of Inspectors designated to conduct inspection of goods at the supplier's warehouse, drop-off points, recipient schools or at other designated venues. Each Inspectorate Team is composed of a Team Leader, Regular and Provisional Members.
- d. **Inspection Order** refers to the written instruction issued by the OASPA to the members of the CO Inspectorate Team or to the deputized Regional or Schools Division Inspectorate directing them to conduct inspection of goods and stating therein the authority of the Inspector, the particulars of the inspection such as the project title, the goods to be inspected, the time, date and venue of inspection, and the specific tasks to be performed by the Inspectors.

#### IV. POLICY STATEMENT

Pursuant to Republic Act (RA) No. 9184, or the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations, this policy aims to uphold the governing principles of government procurement such as transparency, system of accountability and public monitoring of the procurement process through the selection, designation and training of highly competent and responsible individuals to perform functions related to the inspection of goods which is a significant element in the successful implementation of procurement contracts of the Department.

#### V. PROCEDURES

##### COMPOSITION OF THE INSPECTORATE TEAM

###### A. DepEd Central Office (CO)

The traditional single Pool of Inspectors in the Central Office from which a number of Inspectorate Teams may be created shall be maintained. The reconstitution of the Inspectorate Team shall be project-based and representative of the various Bureaus/Services and Divisions constituting the Central Office. The Inspectorate Team shall be organized for each procurement project, and the composition thereof shall be determined based on the type of the project procured. Each Inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member who must all be occupying permanent or plantilla positions and are particularly described as follows:

###### **Team Leader**

The Team Leader must be at least Chief of a Division.

###### **Regular Members**

The Asset Management Division, the Accounting Division, and the Implementing Unit/End-User Unit (IU/EU) shall at all times be represented in any inspection as Regular Members. Thus, the Regular Members are the following:

1. One representative of the Asset Management Division;



2. One representative of the Accounting Division; and
3. At least two (2) representatives of the Implementing Unit or End-User Unit.

In cases when all the representatives of the Asset Management Division or Accounting Division in the Pool of Inspectors are not available due to justifiable reasons, another Provisional Member shall be designated in their place.

**Provisional Member**

The Provisional Member shall come from a DepEd CO Division which is not connected to the concerned IU/EU and shall act as a disinterested person in order to ensure objectivity and fairness in the conduct of any inspection.

The table below provides the list of procurement projects and the corresponding IUs/EUs. Each IU/EU shall recommend at least two (2) representatives who shall form part of the Pool of Inspectors and who shall be the fixed representatives of the IU/EU concerned in all of its projects.

Projects	Division/Office
Learning Materials and Supplementary Learning Resources	BLR-Learning Resources Quality Assurance Division
	BLR-Learning Resources Production Division
LTE for TVL and SME	BLR-Cebu
Training Materials/Seminar Kits and other related Projects	BLD-Teaching and Learning Division
	BLD-Student Inclusion Division
Food, Medicines, Dental Tools and Other related Goods and Supplies	BLSS-School Health Division
Sports-Related Goods and Equipment	BLSS-School Sports Division
Service Vehicles	Asset Management Division
Furniture and Other Related Goods	Education Facilities Division
Security, Janitorial and Other General Services	General Services Division
DCP Packages, ICT-Related Goods and Internet Services	ICTS-Technology Infrastructure Division
DRRM Supplies, Goods, Equipment and Other Projects	DRRM Service

All other Divisions in the DepEd CO not herein indicated shall likewise recommend at least two (2) representatives of their Office who shall form part of the Pool of Inspectors and undergo the Training Program for Inspectors. The manner of designation of the Inspectors shall be discussed in the Implementing Guidelines.



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DEPED-OSEC-435253

## B. Regional Offices (ROs) and Schools Division Offices (SDOs)

There shall be an Inspectorate Team in the Regional Offices and Schools Division Offices composed of a Team Leader, Regular Members and Provisional Members who must all be occupying permanent or plantilla positions and are particularly described as follows:

### Team Leader

The Team Leader must be a 5<sup>th</sup> ranking permanent official in the RO or a 4<sup>th</sup> ranking permanent official in the SDO.

### Regular Members

The Regular Members shall be representatives of the Accounting and Property Supply Offices. Thus, the Regular Members are the following:

1. One representative from the Accounting Section in ROs or from the Accounting Unit in SDOs; and
2. One representative from the Property Supply Office in ROs or in SDOs.

### Provisional Members

The Provisional Members shall be representatives of the IU/EU who have technical skill and expertise relevant to the goods procured.

The table below provides the list of procurement projects, and the corresponding IUs/EUs in the ROs and SDOs which are counterpart offices of the DepEd CO Divisions stated in the preceding table.

Projects	IUs/EUs in the RO	IUs/EUs in the SDO
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Curriculum and Learning Management Division – Learning Resources Management and Development Section	Curriculum Implementation Division – Learning Resources Management Section
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Education Support Services Division (ESSD) – School Health	School Governance and Operations Division (SGOD) – School Health
Sports-Related Goods and Equipment	ESSD – Special Programs and Services	SGOD
Training / Seminar Kits	Curriculum and Learning Management Division	Curriculum Implementation Division
Furniture and Related Goods	ESSD – Education Facilities Section	SGOD – Education Facilities Section
DCP Packages, IT-Related Goods and Internet Services	ICT Unit under the Office of the Regional Director	ICT Unit under the Office of the Schools Division Superintendent



DRRM Supplies and Materials	ESSD	SGOD – Social Mobilization and Networking Section
Service Vehicles	Administrative Division – Property and Supply	Administrative Section – Property and Supply
Security, Janitorial and Other General Services	Administrative Division – General Services	Administrative Section – General Services

Each Division and Section in the ROs and SDOS whether or not mentioned above shall designate at least two (2) representatives who shall serve as Provisional Members of the Inspectorate Team.

### C. Schools

There shall be a School Inspectorate Team which shall be in-charge of the inspection procedure upon delivery and before acceptance of all types of goods. The School Inspectorate Team shall be composed of a Team Leader, Regular Members and a Provisional Member particularly described as follows:

#### Team Leader

The Team Leader must be a 2<sup>nd</sup> ranking permanent official in the School.

#### Regular Members

The following School personnel shall be the Regular Members of the School Inspectorate Team:

1. At least one Officer or Teacher who has adequate knowledge and technical skill relative to the goods procured;
2. School Property Custodian or Supply Officer; and
3. School Accountant or Book Keeper.

#### Provisional Member

The Provisional Member may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

## IMPLEMENTING GUIDELINES

### A. General Guidelines

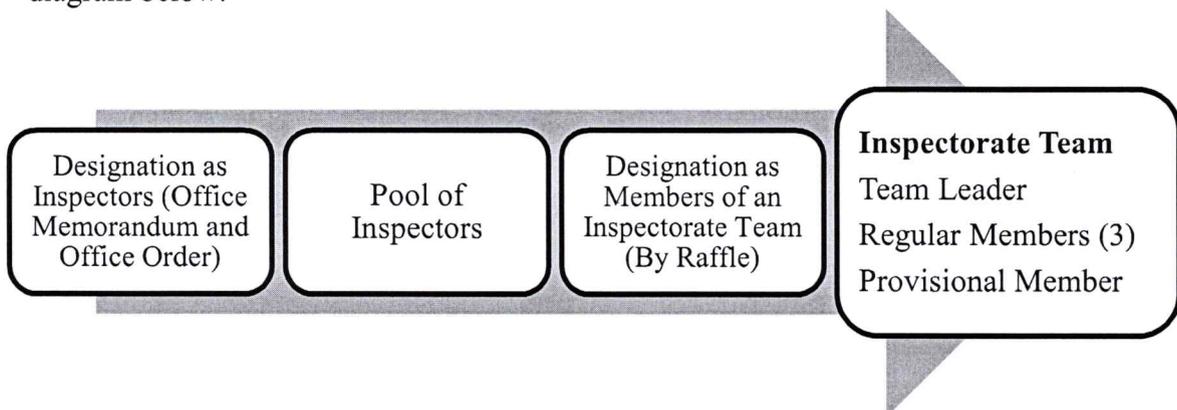
1. All Inspectors shall hold their positions for a period of two fiscal years. Thereafter, a reconstitution shall be made anew.
2. Any Inspector from the Pool of Inspectors (CO) or Member of an Inspectorate Team (Field Offices) may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team through raffle (CO) or through Office Memorandum (Field Offices).



3. In case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Order (CO) or Office Memorandum (Field Offices).
4. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
5. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee (BAC) shall not be assigned to inspect items awarded by the BAC where they were assigned as provisional members.
6. All Inspectors in all DepEd governance levels shall undergo a Training Program which shall aim to provide orientation, support, capacity building activities and assessment relative to the roles of Inspectorate Teams in the delivery, inspection and acceptance of goods. The said Program shall be organized by the Central Office through the OASPA.

### **B. Guidelines for the DepEd Central Office**

The reconstitution process from the creation of the Pool of Inspectors to the constitution of an Inspectorate Team for a particular project is shown in the diagram below.



1. The Heads of the IUs/EUs, the Asset Management Division and Accounting Division, through an Office Memorandum, shall recommend their Representatives to form part of the Pool of Inspectors and to serve as Regular Members in an Inspectorate Team. At least two (2) representatives shall be recommended by each IU/EU. At least five (5) representatives shall be recommended by the Asset Management Division and Accounting Division.
2. The Office of the Assistant Secretary for Procurement and Administration (OASPA) shall recommend Inspectors to serve as Team Leaders and Provisional Members through an Office Memorandum, subject to the approval of the Secretary.
3. In identifying the Officers to be recommended as Inspectors, a careful evaluation shall be made on the background, experience, expertise and commitment of the Officer relative to project management and inspection.
4. An Order from the Office of the Secretary officially designating the Inspectors as initially recommended by the IUs/EUs, Asset Management Division, Accounting Division and the OASPA shall be subsequently issued. The Inspectors officially designated through the Office Order shall then constitute the Pool of Inspectors.



5. A number of Inspectorate Teams shall be formed from the Pool of Inspectors as the need to constitute one arises. Thus, there is no fixed number of Inspectorate Teams in the Central Office.
6. The OASPA shall be in-charge of constituting an Inspectorate Team for a particular project in the CO. The designation of the Team Leaders, Regular Members and Provisional Members, however, shall be made randomly through raffling of Inspectors. The procedure in the conduct of the raffle of Inspectors is provided in **Annex "A"** of this Order.
7. The Contract Management Division (CMD) shall set the schedule of inspection, subject to the availability of Inspectors.
8. Each Member of an Inspectorate Team for a specific project shall be issued an Inspection Order which is a written instruction stating the authority of the Inspector and the particulars of the inspection. The Inspection Order shall be issued by the OASPA.

### **C. Guidelines for the ROs , SDOs and Schools**

1. There shall be one Inspectorate Team in each RO, SDO and School.
2. The Inspectorate Teams of the ROs and SDOs shall be deputized by the OASPA through the issuance of a Deputation and Inspection Order in cases when Inspectors from the Central Office are restricted to travel to and from the inspection site.
3. In the RO and SDO level, only the representative of the IU/EU as Provisional Member is replaced occasionally depending on the type of goods for inspection. The designation of the Team Leaders and Regular Members are fixed, subject to the rules on removal.
4. In the School Level, the Officer or Teacher who shall serve as one of the three (3) Regular Members shall be replaced occasionally depending on the type of goods delivered.
5. The reconstitution of Inspectorate Team in the ROs, SDOs and Schools shall be directed by the respective Regional Directors, Schools Division Superintendents and School Heads through the issuance of an Office Memorandum.
6. In designating the Members of the Inspectorate Team, the Heads of the field offices shall take into consideration the background, experience, expertise and commitment of the Officer in connection with project management and inspection of goods.
7. The Inspectorate Teams in the ROs, SDOs and Schools shall perform exhaustive and comprehensive final inspection of goods procured and pre-inspected by the Central Office. The performance security posted by the Supplier shall be retained until the final inspection in the field office has been completed.

### **FUNCTIONS OF THE INSPECTORATE TEAM**

The Inspectorate Team shall be in-charge of the overall conduct of pre-delivery, delivery and post-delivery inspection of DepEd procured goods. In addition to the roles and responsibilities provided under DO No. 5, s. 2010 and DO No. 42, s. 2018, all Inspectorate Teams shall likewise perform functions such as, but not limited to, the following:



1. Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
2. Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
3. 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.
4. Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
5. Check the completeness and authenticity of the documents presented by the Supplier.
6. 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.
7. Perform trial and operational test on equipment, computers and other related goods. Request the Supplier to demonstrate operation of the equipment and observe its performance.
8. Check the inclusion of warranty certificate and instructional manual.
9. Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
10. Prepare and submit promptly to the IUs/EUs and Contract Management Division (for CO Inspectorate Team) Pre-Delivery Inspection Report stating, among others, its assessment and findings.
11. Submit assessment reports and policy recommendations concerning the conduct of inspection.
12. Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.

### **CODE OF CONDUCT**

To promote transparency, integrity and accountability, the following rules of conduct shall be observed by all Members of the Inspectorate Team:

1. Adhere strictly to the date and time indicated in the Notice of Pre-Delivery Inspection or Delivery Schedule and Inspection Order/Authority.
2. Avoid availing of free services from the Supplier such as meals, transportation and accommodation as this might lead to the expectation of instant favorable result of inspection. Acceptance or solicitation of any gift or favor from the Supplier is strictly prohibited.
3. Ensure that the inspection is properly documented, e.g., through photographs of the goods and the performance of inspection, and that all necessary documents are authentic and duly signed.
4. Record the expenses incurred in performing the inspection and charge the same to the appropriate office according to the agreement of the concerned offices.
5. Maintain professional, business-like dealing with the Supplier or Contractor in the course of the inspection. Inappropriate friendly relations between or among the Inspectors and the Supplier, or Contractor must be avoided.
6. Observe minimum public health and safety standards at the inspection site.



## **VI. MONITORING AND EVALUATION**

The OASPA through the Contract Management Division shall continuously gather feedback on the implementation of these guidelines from concerned offices in all the governance levels of the Department. It shall establish a monitoring and evaluation mechanism to check the extent and effectiveness of implementation and to provide basis for further enhancement of these guidelines.

## **VII. REFERENCES**

The following are the references for this Order:

1. DO No. 45, s. 2006 (Guidelines on Delivery, Inspection, Acceptance and Recording of All Properties Procured by DepEd Central Office and DBM Procurement Service)
2. DO No. 5, s. 2010 (Guidelines on Inspection of DepEd Deliveries)
3. OO-OSEC-2017-20 (Reconstitution of the Department of Education Central Office Inspectorate Team)
4. DO No. 42, s. 2018 (Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets)

## **VIII. EFFECTIVITY / TRANSITORY PROVISIONS**

The provisions stipulated in the above enumerated References which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance.



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## Annex "A"

### **Procedure in the Raffle of Inspectors for the Constitution of an Inspectorate Team in the DepEd Central Office**

1. The raffle shall be undertaken with the use of a bingo *tambolo*. There shall be two bingo *tambolos*: one for the Team Leader and Provisional Member and another for the Asset Management Division and Accounting Division Representatives. The End-User Representatives shall not undergo the raffling process as they are the fixed representatives for particular projects.
2. Upon receipt by the Contract Management Division (CMD) of the Request Letter for Pre-Delivery Inspection from the Supplier and after due notice to the Office of the Assistant Secretary for Procurement and Administration (OASPA), the raffle of Inspectors shall be scheduled and conducted at the OASPA with the attendance of the CMD Chief or in his absence, his duly authorized representative.
3. Immediately after the raffle of Inspectors, the OASPA shall send a Notice to the assigned Inspectors, informing them of their designation as Team Leader, Regular Member or Provisional Member. The assigned Inspectors shall communicate their acceptance of their designation or in case of refusal, the valid grounds therefore.
4. In no case shall an Inspector refuse to accept a designation for two consecutive occasions. A continuing refusal to perform inspection duties shall be a ground for removal from the Pool of Inspectors.
5. If a designated Inspector is not available due to justifiable reason/s, a re-raffle shall be undertaken for his/her replacement.
6. When the Inspectorate Team is finally constituted, an Inspection Order shall be issued to them by the OASPA.



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Republic of the Philippines  
Department of Education



2011-104518

DEC 29 2011

DepEd ORDER  
No. **104**, s. 2011

**GUIDELINES ON THE PROPER RECORDING AND BOOKING-UP  
OF SCHOOL BUILDING**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed **Guidelines on the Proper Recording and Booking-Up of School Building**.
2. For queries, please contact the **Property Division, Administrative Service (AS), DepEd Central Office, Meralco Avenue, Pasig City** at telephone nos.: (02) 635-05-51 and (02) 633-72-17.
3. Immediate dissemination of and strict compliance with this Order is directed.

**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl:  
As stated

Reference:  
None

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

POLICY  
RECORDS  
SCHOOLBUILDING

R-MCR/DO-Guidelines on Proper Recording...  
November 04, 2011/12-20-11

## GUIDELINES ON THE PROPER RECORDING AND BOOKING-UP OF SCHOOLBUILDING

### I. CENTRAL OFFICE PROCURED/CONSTRUCTED SCHOOL BUILDING:

The Physical Facilities and Schools Engineering Division (PFSED) must provide the following documents to Property Division for recording purposes:

- a) Copy of the perfected contract;
- b) Program of Works;
- c) Certificate of 100% Completion and
- d) Certificate of Acceptance

The contract and the necessary supporting documents shall be attached to the Disbursements Vouchers of Progress Billing/Payment, and payment shall be recorded under the account Construction in Progress while the project is still under construction. Payment must be made only after checking the completeness and authenticity of the following documents:

- a) Billing Request of the Contractor;
- b) Certificate of Payment;
- c) Signed Contract;
- d) Notice of Award;
- e) Notice to Proceed;
- f) General and Special Conditions of Contract;
- g) Statement of Work Accomplishment and
- h) Photograph of Accomplishments

Inspection prior to payment of Final Billing shall be mandatory. For this purpose, there shall be a designated DepED Central Office Inspectorate Team composed of the following:

- 1 Representative from the PFSED
- 1 Representative from the Accounting Division
- 1 Representative from the Property Division

The Designated Inspectorate team must submit an inspection report within five (5) days after the conduct of the inspection to PFSED and shall form part of the documents that will support the Final Payment.

PFSED shall provide certified copy of Certificate of Completion (COC) to Property Division as basis of the latter in the preparation of the Invoice Receipt of Property (IRP) to be signed by the Undersecretary for Finance and Administration and by the School Principal of the School with fiscal

autonomy and the Schools Division Superintendent in case of School without separate books of account.

The signed IRP shall be returned to Central Office - Property Division for purposes of recording. The same document shall be provided by the Property Division to the Accounting Division as basis of the latter for dropping the constructed School Building in Books of Accounts of the Central Office.

The Central Office – Accounting Division shall prepare Journal Entry Voucher (JEV) for dropping the School Building in the Books of Central Office and furnish copy of JEVs including the signed IRP to Division Office/Autonomous School concerned. The latter shall in turn furnish copy of JEV recording the receipt of the School Building to Central Office for monitoring purposes.

The PFSED shall give the original copy of Certificate of Acceptance (issued usually after one year after Completion of the project) to the Accounting Division for the release of the retention money copy furnished the Property Division.

Every 30<sup>th</sup> of June and 31<sup>st</sup> of December of each year, the Property Division shall provide listing of all the transferred properties to Accounting Division for purposes of reconciliation.

## II. REGIONAL OFFICE PROCURED/CONSTRUCTED SCHOOL BUILDING:

The Regional Physical Facilities Coordinator (RPFC) must provide the following documents to the Supply Office for recording purposes:

- a) Copy of the perfected contract;
- b) Program of Works;
- c) Certificate of 100% Completion and
- d) Certificate of Acceptance.

The contract and the necessary supporting documents shall be attached to the Disbursements Vouchers of Progress Billing/Payment, and payment shall be recorded under the account Construction in Progress while the project is still under construction. Payment must be made only after checking the completeness and authenticity of the following documents:

- a) Billing Request of Contractor;
- b) Certificate of Payment;
- c) Signed Contract;
- d) Notice of Award;
- e) Notice to Proceed;
- f) General and Special Conditions of the Contract;

- g) Statement of Work Accomplishment and
- h) Photograph of Accomplishment.

Inspection prior to payment of Final Billing shall be mandatory. For this purpose, there shall be a designated DepED Regional Office Inspectorate Team composed of the following:

- 1 Representative from the RPFC
- 1 Representative from the Accounting Office
- 1 Representative from the Supply Office

The Designated Inspectorate team must submit an inspection report within five (5) days and shall form part of the documents that will support the Final Payment.

RPFC shall provide certified copy of Certificate of Completion (COC) to Supply Office as basis of the latter in the preparation of the Invoice Receipt of Property (IRP) to be signed by the Regional Director and the School Principal of the School with fiscal autonomy and the Schools Division Superintendent in case of School without separate books of account.

The signed IRP shall be returned to Central Office – Supply Office for purposes of recording. The same document shall be provided by the Supply Office to the Accounting Office as basis of the latter for dropping the constructed School Building in Books of Accounts of the Regional Office.

The Regional Office – Accounting Office shall prepare Journal Entry Voucher (JEV) for dropping the School Building in the Books of Regional Office and furnish copy of JEVs including the signed IRP to Division Office/Autonomous School concerned. The latter shall in turn furnish copy of JEV recording the receipt of the School Building to Regional Office – Accounting Office for monitoring purposes.

The RPFC shall give the original copy of Certificate of Acceptance (issued usually after one year after Completion of the project) to the Accounting Office for the release of the retention money copy furnished the Supply Office.

Every 30<sup>th</sup> of June and 31<sup>st</sup> of December of each year, the Supply Office shall provide listing of all the transferred properties to Accounting Office for purposes of reconciliation.

### III. DIVISION OFFICE PROCURED/CONSTRUCTED SCHOOL BUILDING:

The Division Physical Facilities Coordinator (DoPFC) must provide the following documents to the Supply Unit for recording purposes:

- a) Copy of the perfected contract;
- b) Program of Works;
- c) Certificate of 100% Completion and
- d) Certificate of Acceptance.

The contract and the necessary supporting documents shall be attached to the Disbursements Vouchers of Progress Billing/Payment, and payment shall be recorded under the account Construction in Progress while the project is still under construction. Payment must be made only after checking the completeness and authenticity of the following documents:

- a) Billing Request of Contractor;
- b) Certificate of Payment;
- c) Signed Contract;
- d) Notice of Award;
- e) Notice to Proceed;
- f) General and Special Conditions of the Contract;
- g) Statement of Work Accomplishment and
- h) Photograph of Accomplishment.

Inspection prior to payment of Final Billing shall be mandatory. For this purpose, there shall be a designated DepED Division Office Inspectorate Team composed of the following:

- 1 Representative from the DoPFC
- 1 Representative from the Accounting Unit
- 1 Representative from the Supply Unit

The Designated Inspectorate team must submit an inspection report within five (5) days and shall form part of the documents that will support the Final Payment.

DoPFC shall provide certified copy of Certificate of Completion (COC) to Supply Unit as basis of the latter in the preparation of the Invoice Receipt of Property (IRP) to be signed by the School Principal of the School with fiscal autonomy.

The signed IRP shall be returned to Supply Unit for purposes of recording. The same document shall be provided by the Supply Unit to the Accounting Unit as basis of the latter for dropping the constructed School Building in the Books of Accounts of the Division Office.

The Division Office – Accounting Unit shall prepare Journal Entry Voucher (JEV) for dropping the School Building in the Books of Division Office and furnish copy of JEVs including the signed IRP to Accountant/Bookkeeper of the Autonomous School concerned. The latter shall in turn furnish copy of JEV recording the receipt of the School Building to Division Office – Accounting Office for monitoring purposes.

The DoPFC shall give the original copy of Certificate of Acceptance (issued usually after one year after Completion of the project) to the Accounting Office for the release of retention money copy furnished the Supply Unit.

Every 30<sup>th</sup> of June and 31<sup>st</sup> of December of each year, the Supply Unit shall provide listing of all the transferred properties to Accounting Unit for purposes of reconciliation.

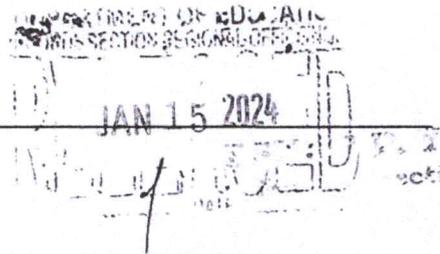
#### IV. FOR DPWH IMPLEMENTED SCHOOL BUILDING

In line with DepEd Order No. 1 s. 2010, “Amendments to DepED Order No. 28, S. 2008” (Guidelines for Coordination and Monitoring for DPWH-Constructed School Buildings), Section 4.0 Booking-Up and Recording of Completed School Building, the following shall be followed:

- a) The DPWH-District Engineering Office shall furnish the DepED-Division Office particularly the Accounting Unit the following documents:
  1. Certificate of Acceptance (COA) signed by the principal/School head;
  2. Journal Entry Voucher (JEV) from DPWH Accounting Office; and
  3. Summary of School Building transferred by DPWH to DepED.
- b) The DO Accounting Unit shall furnish the original copy of the Certificate of Acceptance (COA) to the Division Supply Unit/Office for recording in the Property Card and inclusion in the Inventory of Properties of the School. The Supply Unit must record the school building after checking the completeness and authenticity of the documents submitted by DPWH to DepED.
- c) DPWH-DEO shall furnish a copy of the Summary of School Building transferred by DPWH to DepED to the PFSED for monitoring purposes. Likewise, PFSED will give copy of the Summary of School Building transferred to Accounting Division and Property Division also for monitoring purposes.



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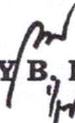
**REGIONAL MEMORANDUM**

No. 051, s. 2024

**REVISED IMPLEMENTATION GUIDELINES ON THE PROCUREMENT  
MANAGEMENT SYSTEM FOR DEPED REGION III**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. DepEd Region III issues the enclosed revised Implementation Guidelines on the Procurement Management System which will serve as basis for the Regional Office, Schools Division Offices, and Schools in procurement planning, contract acquisition and contract implementation.
2. These guidelines provide the procedures, accountable persons or offices, roles and responsibilities in the procurement management system. It helps ensure that risks are identified and managed appropriately, objectives and benefits are achieved within budget, within timelines, and to the required quality. It involves all areas of procurement from planning, procurement process, implementation, inspection, and payment, including contract termination and blacklisting, if warranted, and the monitoring of the implementation of this Regional Implementation Guidelines.
3. All previous regional guidelines, processes or systems related to procurement management which are inconsistent to this Regional Memorandum are hereby repealed, rescinded, or modified accordingly.
4. These implementation guidelines shall take effect immediately.
5. Immediate dissemination and strict compliance to this Regional Memorandum is desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

Encls.: As stated.

To be indicated in the perpetual index under the following subjects:

BUDGETING  
INSPECTION  
PLANNING  
PROCUREMENT

GUIDELINES  
MONITORING  
POLICY  
REPORTS





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**REGIONAL MEMORANDUM**

No. \_\_\_\_\_, s. 2024

**REVISED IMPLEMENTATION GUIDELINES ON THE PROCUREMENT  
MANAGEMENT SYSTEM FOR DEPED REGION III**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
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Enclosure to Regional Memorandum No. \_\_\_\_, s. 2024

**REVISED IMPLEMENTATION GUIDELINES ON THE PROCUREMENT  
MANAGEMENT SYSTEM FOR DEPED REGION III**

**I. Rationale**

In conformity with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as The Government Procurement Reform Act, DepEd Region III adheres to the thrust of promoting good governance and the principles of transparency, accountability, equity, efficiency and economy in all its procurement activities.

Procurement is a vital component in the implementation of programs, projects and activities. There are established policies, procedures, rules and regulations in the conduct of public procurement. But while the rules and regulations of procurement are in place, the DepEd Regional Office, SDOs and Schools organizational structure has not yet been provided with adequate and complete staff to perform procurement functions which sometimes lead to lapses in observing proper procedures, requirements and timelines. The issuance of this Regional Memorandum is imperative to guide DepEd officials and employees in Region III involved in procurement activities to properly observe policies, procedures, rules and regulations in the planning, execution and monitoring of procurement activities.

These guidelines aim to define the accountability of all public officials who are directly involved in the procurement process and to establish a monitoring system for the program implementers/owners in monitoring every stage of the project/contract implementation to ensure that all awarded contracts are properly implemented as per contract agreements and performed strictly according to specifications.

**II. Scope**

These revised Implementation Guidelines shall cover the procurement processes in DepEd Region III and all its 20 Schools Division Offices (SDO), and Schools under the SDO's jurisdiction.

**III. Definition of Terms and Acronyms**



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For purposes of this Regional Memorandum, the following terms are defined operationally, and the acronyms are spelled out for better understanding:

Annual Procurement Plan (APP) – refers to the document that consolidates the various Project Procurement Management Plans submitted by the various PMOs and end-user units within the Procuring Entity. It reflects the entirety of the procurement activities that will be undertaken by the Procuring Entity within the calendar year.

Government Procurement Policy Board (GPPB) - is an independent inter-agency body established by virtue of Republic Act No. 9184 responsible for procurement policy formulation and the implementation and monitoring of effective public procurement reforms.

Inspection Order – refers to the written instruction to the Inspectorate Team by the Regional Director, Schools Division Superintendent or School Head authorizing and directing them to conduct inspection and acceptance of goods. The inspection order states the particulars of the inspection such as a brief description of the project, the goods for inspection, the date, time and venue of inspection, and special instruction, if any.

Inspectorate Team – refers to the group of Inspectors designated to conduct inspection of goods at the supplier's warehouse, drop-off points, recipient schools or at the designated venues.

Procurement - the act or process of procuring/acquisition of goods, services, infrastructure projects and consulting services.

Project Procurement Management Plan (PPMP) - refers to the guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring.

Program Management Information System (PMIS) – is a web-based information system designed to improve DepEd's progress monitoring of the status of program and project implementation.

Secretariat – a person or committee that documents all proceedings and serves as communication link of the persons involved in the processes of planning, budgeting, procurement and contract implementation.

#### **IV. Implementation Arrangements**

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The Procurement Management System has the following components:

**1. Procurement Management Team.** The Procurement Management (ProcMan) Team shall be organized at every governance level from the Regional Office, Schools Division Offices and Schools (IUs and Non-IUs)

1.1 The ProcMan Team shall be composed of the following:

	<b>RO</b>	<b>SDO</b>	<b>IUs</b>	<b>Non-IUs</b>
Team Leader	RD (HOPE)	SDS (HOPE)	School Principal	School Head
Vice Team Leader	ARD (BAC Chair)	ASDS (BAC Chair)	Department Head (selected by the School Principal)	-
Members	8 Division Chiefs	2 Division Chiefs, ASDS who is not the BAC Chair	Department Heads and Faculty President	Faculty President and Bookkeeper in charge of the Cluster schools
Secretariat	Planning Officer III	Planning Officer III	School Supply Officer	Property Custodian
	Regional Budget Officer	Division Budget Officer	School Bookkeeper	
	Attorney IV	Attorney III		
	Regional Supply Officer	Division Supply Officer		
	Procurement Officer			

1.2. The Procurement Management Team shall have the following roles and responsibilities:

- a. Lead in the preparation of the Work and Financial Plan (WFP), Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP);



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- b. Ensure that all procurement shall be within the approved budget of the Procuring Entity;
- c. Ensure that the provisions of RA 9184 are strictly adhered to;
- d. Ensure that the following activities are done as scheduled:

<b>Activity</b>	<b>Responsible</b>	<b>Timeline</b>
Preparation of the Work and Financials (WFPs)	Functional Divisions/ Sections/ Units	1 <sup>st</sup> week of August
Review and Approval of the WFPs	ProcMan Team, PBBT	2 <sup>nd</sup> week of August
Uploading of WFPs to PMIS <i>* Note: Schools are not yet implementing the PMIS; Localized WFP Template may be used instead</i>	Functional Divisions/ Sections/ Units	3 <sup>rd</sup> week of August
Preparation of the PPMP, and APP	Functional Divisions/ Sections/ Units BAC Secretariat Procurement Unit	Last Week of August
Submission of APP-CSE to DBM Procurement Service	Supply Officer	On or before August 31 of the current Year
Submission of the ensuing year's APP-Non- CSE to GPPB	BAC, Procurement Unit	On or before October 31 of the current year
Submission of Early Procurement Activities (EPA) to GPPB	BAC, Procurement Unit	On or before January 31, of the ensuing year

- e. Ensure the compliance and timely submission of documentary requirements to appropriate agencies (COA, DBM, GPPB and DepEd among others);
- f. Disseminate important guidelines, circulars, and policy issuance relative to procurement to the SDOs and/or schools;
- g. Act appropriately on requests, clarifications, and make judicious decisions relative to procurement issues and concerns;
- h. Conduct meetings, and ensure that agreements are adhered to;



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- i. Ensure that the BAC and those involved in the procurement are capacitated in terms of the preparation of the WFP, PPMP and APP; and
- j. Perform other related functions.

**2. Procurement Processes.** The Procurement Management System shall include: 1) Procurement Planning and Budgeting, 2) Contract Acquisition, 3) Contract Implementation, and 4) Monitoring and Evaluation.

**2.1 Procurement Planning and Budgeting**

Procurement planning and budgeting ensures that the overall goal of a particular project is effectively and efficiently achieved. No procurement shall be done unless it is in accordance with the approved Annual Procurement Plan (APP) prepared for the year including approved changes thereto. It precludes unnecessary purchases and circumvention of the prescribed procurement procedures. Therefore, it is essential that a Procurement Planning and Budgeting Team (PPBT) is created to ensure that all procurement is within the budget and that they have been judiciously and meticulously planned ahead of time in accordance with Rule II, Sec.7, 2016 Revised IRR of RA 9184, before any procurement happens.

2.1.1 The Procurement Planning and Budgeting Team (PPBT) shall be composed of the following:

	<b>RO</b>	<b>SDO</b>	<b>School (IU/Non- IU)</b>
Team Leader	Division Chief <i>(as the Program Owner)</i>	Division Chief <i>(as the Program Owner)</i>	School Principal
Asst. Team Leader	Regional Budget Officer	Division Budget Officer	-
Members	SAO - Finance Division	Division Accountant	Property Custodian
	QAD EPS	SGOD EPS	Teacher Representative
	Planning Officer III	Planning Officer III	PTA President
	Head of Procurement Unit	Division Supply Officer	



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Secretariat	<b>Infra &amp; School Furniture:</b> Regional Engineer <b>Goods/Services/Catering:</b> Regional Supply Officer <b>Security &amp; Utilities:</b> Head of GSU <b>ICT:</b> Regional ITO	<b>Infra and School Furniture:</b> Division Engineer <b>Goods/Services/Catering:</b> Division Supply Officer <b>ICT:</b> Division ITO	To be designated by the School Principal
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2.1.2 The Procurement Planning and Budgeting Team shall have the following roles and responsibilities:

- a. Prepare and upload the approved Work and Financial Plan (WFP) to PMIS;
- b. Prepare and submit the documentary requirements for procurement to the BAC;
- c. Determine the required specifications, conduct market surveys and prices to ensure that the standards are followed; and
- d. Does other related tasks.

## 2.2 Contract Acquisition

Contract acquisition covers the procurement process as stipulated in Rule V of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184, also known as The Government Procurement Reform Act.

The contract acquisition is handled by the established Bids and Awards Committee (BAC), the BAC Secretariat and the Technical Working Group (TWG) duly constituted by the Head of the Procuring Entity through a Memorandum.

The BAC Secretariat shall ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process. It shall facilitate the submission of all approved contracts to the Budget Section/Unit of the Office for obligation/earmarking of allotments/funds. The Budget Section/Unit shall, in turn, forward the obligated/earmarked contracts to the Head of Accounting Section/Unit for the certification of availability of funds.



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The BAC Secretariat shall ensure that all approved contracts shall be submitted to the Office of the Auditor within five (5) working days from their approval in compliance to COA Circular No. 2009-001 dated February 12, 2009. Likewise, the BAC Secretariat shall be responsible for the timely submission of the APP-CSE to the DBM, APP Non-CSE to the GPPB and the EPA to the GPPB. The timelines are set in paragraph 1.2.4 of this Memorandum.

Further, the BAC shall recommend to the Head of the Procuring Entity, the blacklisting of a bidder/prospective bidder who, during the procurement stage, committed violations listed in Section 4.1.a to h of the Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants.

### 2.3 Contract Implementation

There shall be an established Contract Implementation Team (CIT) to oversee the implementation of every approved contract.

2.3.1 It is composed of the following:

	<b>RO</b>	<b>SDO</b>	<b>School (IU/Non-IU)</b>
Team Leader	Chief of Division <i>(as the Program Owner)</i>	Chief of Division <i>(as the Program Owner)</i>	School Principal
Asst. Team Leader	Attorney IV	Attorney III	Program Focal Person
Members	QAD-EPS Regional Accountant Head of Procurement Unit	SGOD-EPS Division Accountant	Property Custodian
	<b>Infra &amp; School Furniture:</b> Regional Engineer <b>Goods/Service/ Catering:</b> Regional Supply Officer	<b>Infra &amp; School Furniture:</b> Division Engineer <b>Goods/Services/ Catering:</b> Supply Officer <b>ICT:</b> Division ITO	Teacher Representative



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	<b>Security &amp; Utilities:</b> Head of GSU <b>ICT:</b> Regional ITO		
Secretariat	Attorney III	Legal Assistant	To be designated by the School Principal

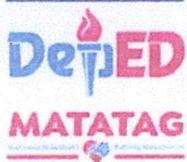
2.3.2 The Contract Implementation Team (CIT) are expected to have a diverse set of expertise as may be required by the procurement project. Generally, the CIT shall have the following roles and responsibilities:

- a. Act as the conduit between the HOPE, BAC and the project recipients;
- b. Conduct a meeting as soon as the Notice to Proceed has been issued to the Supplier;
- c. Conduct regular meetings and/or as the need arises;
- d. Monitor and evaluate the status of the project in coordination with the Inspectorate Team;
- e. Receive and validate feedback from stakeholders;
- f. Gather reports from the supplier/contractors;
- g. Submit monthly status report to the HOPE;
- h. Issue certificate of project completion;
- i. Initiate contract termination and/or blacklisting of contractors or suppliers, if warranted; and
- j. Perform other duties and functions as stipulated in Annex D, E and F of the 2016 Revised IRR of RA 9184.

## 2.4 Inspection

Inspection of deliveries, services rendered, and accomplishment of infrastructure projects is a vital component of contract implementation. It ensures that accepted goods, services and projects are in accordance with the contract specifications before payment will be processed. As such, there shall be an Inspectorate Team established in every governance level.

### 2.4.1 Composition of the Inspectorate Team



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	<b>RO</b>	<b>SDO</b>	<b>SCHOOL</b>
<b>Team Leader</b>	5 <sup>th</sup> ranking permanent official	4 <sup>th</sup> ranking permanent official	2 <sup>nd</sup> ranking permanent official
<b>Regular Members</b>	1- representative from the Accounting Section  1- representative from the Property and Supply Section	1- representative from the Accounting Unit  1- representative from the Property and Supply Unit	1-employee or teacher who has knowledge and technical skill relative to the goods/services procured  1-School Property Custodian or Supply Officer  1-School Accountant or Bookkeeper
<b>Provisional Members:</b> Representative of the End-User who have technical skill and expertise relevant to the goods/services procured.			
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	CLMD-LRMDS	CID-LRMS	1- representative of the PTA, Barangay Official or other third-party monitor
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	ESSD-School Health Unit	SGOD-School Health Unit	
Sports-Related Goods and Equipment	ESSD – Special Programs and Services	SGOD	
Training/Seminar Kits	CLMD	CID	



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Furniture and Related Goods	ESSD-Education Facilities Unit	SGOD-Education Facilities Unit
Infrastructure Projects	Regional Engineer In-Charge of the Project	Division Engineer In-Charge of the Project
DCP Packages, IT-Related Goods and Internet Services	ICT Unit	ICT Unit
DRRM Supplies and Materials	ESSD	SGOD-Social Mobilization and Networking Section
Motor Vehicles	Admin Division-Property and Supply	Admin Section-Property and Supply
Security, Janitorial and Other General Services	Admin Division-General Services	Admin Section-General Services

2.4.2 The Inspectorate Team shall have the following roles and responsibilities:

- 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;



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- e. Check the completeness and authenticity of 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 test 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. Submit to the IUs/EUs, copy furnished the Contract Implementation Team, the duly signed Inspection Report, stating its assessment and findings, if any;
- k. Submit assessment reports and policy recommendations concerning the conduct of inspection;
- l. Attend meetings, conferences and training programs as may be required.

#### 2.4.3 General Guidelines on Inspection

- a. All Inspectors shall hold their positions for a period of two years. Thereafter, a reconstitution shall be made anew.
- b. Any Inspector from the Member of an Inspectorate Team may be removed and replaced on valid grounds such as the continuing refusal to perform inspection duties without any justifiable reason after having been designated as Member of an Inspectorate Team through Office Memorandum.
- c. In the case of removal, retirement or leave of absence of a Member during his/her term, he/she shall be replaced immediately through an Office Memorandum.
- d. No inspection shall proceed without the presence of the Team Leader, Regular Members and Provisional Member. All documents required in the inspection procedure shall be personally signed by them.
- e. The Team Leader and Members of an Inspectorate Team who are also designated as provisional members of the Bids and Awards Committee shall not be assigned to inspect items



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awarded by the BAC where they were assigned as provisional members.

- f. All Inspectors in the Regional, Division and School levels shall undergo Training Program which shall aim to provide orientation, support, capacity building activities and assessment relative to the roles of Inspectorate Teams in the delivery, inspection and acceptance of goods.

#### 2.4.4 Timelines of Inspection

In the conduct of project inspection, the following timelines must be observed by the Inspectorate Team, to wit:

<b>Kind of Project</b>	<b>Pre-Delivery</b>	<b>Upon Delivery</b>	<b>Post-Delivery</b>
Infrastructure	Meeting with End- User and Contractor within 7 days after receipt of Notice to Proceed (NTP)	At least 3 times inspection of the project within the contract duration, or as specified in the contract	Conduct of Final Inspection upon receipt of request for full payment and/or request for release of retention money
Goods	Pre-delivery Inspection or as specified in the Contract	Inspection must commence within 24 hours from the delivery of goods and shall be completed as soon as practicable	Inspection shall be conducted during installation, commissioning, start-up or initial use within the warranty period. Post delivery inspection is intended to ensure that all accepted goods are free from manufacturing defects and with the right quality
Services (including board and	Onsite pre-implementation meeting between	Daily progress monitoring by the End-User/	Feedback mechanism through the



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lodging and catering, etc.)	the End-User/ Management Team and the Service Provider	Management Team	Performance Evaluation Tool and QATAME Report
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Additional guidelines on the inspection of specific items, like Science and Mathematics Equipment (SME), Technical-Vocational-Livelihood (TVL) Tools and Equipment, School Furniture, Printed Learning Materials, Supplementary Learning Resources, and DepEd Computerization Program (DCP) are indicated in DepEd Order No. 041, s. 2021, titled, "Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education."

The inspection and acceptance protocols for infrastructure projects, like the repair, rehabilitation or construction of schoolbuildings, and restoration of Gabaldon schoolbuildings is governed by DepEd Order No. 35, s. 201, titled, "Revised Guidelines on the Implementation of Basic Education Facilities Fund."

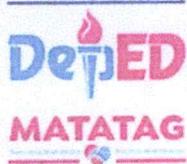
## 2.5 Payment

The designated Focal Person/End-User shall facilitate the submission of the Disbursement Voucher and complete supporting documents to the Accounting Section/Unit of the Office upon securing the duly signed Inspection and Acceptance Report.

The payment of inspected deliveries of goods, services and infrastructure projects shall follow the usual accounting and auditing rules and regulations, and the documentary requirements prescribed under COA Circular No. 2023-004 dated June 14, 2023, titled, "Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012," and other issuances. Strict observance of the timelines declared in the Citizen's Charter and respective Operation's Manual shall be observed.

Likewise, the signatories on financial transactions is governed by DepEd Order No. 001, s. 2023, titled, "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities," and subsequent issuances.

## 2.6 Contract Termination



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In the event that the Contractor or Supplier is in default, declared insolvent as determined by a court of competent jurisdiction or engaged in unlawful deeds and behaviors relative to contract acquisition and implementation, the Head of the Procuring Entity upon the recommendation of the Contract Implementation Team shall terminate the contract. The grounds and procedures in the termination of contracts is governed by the Guidelines on the Termination of Contracts under Annex "I" of the 2016 Revised IRR of RA 9184.

### 2.7 Blacklisting

Blacklisting of bidders, contractors or suppliers shall be made in accordance with the Uniform Guidelines for Blacklisting of Manufacturers, Suppliers, Distributors, Contractors, and Consultants specified under Appendix 17 of the 2016 Revised IRR of RA 9184. A blacklisted bidder, contractor or supplier shall not be allowed to participate in all procurement opportunities of the government for the duration of the blacklisting order, regardless of the modality of procurement employed by the Procuring Entity. The BAC shall ensure that no blacklisted bidder, contractor or supplier shall be awarded a contract.

Blacklisting may be initiated either during the procurement stage or during the contract implementation stage. During the procurement stage, any bidder, prospective bidder or duly authorized observer may initiate the blacklisting proceedings with the BAC, or the BAC itself may initiate the filing of blacklisting, subject to the conditions and procedures set forth in the guidelines. A suspension of a bidder may also be initiated during the procurement stage. A suspension is an interim penalty imposed for infractions committed by a bidder during the procurement stage whereby such bidder is prohibited from further participation in the bidding process of an agency.

During contract implementation and upon termination of contract due to default and/or unlawful acts committed by the contractor or supplier, the Head of the Procuring Entity, through the Contract Implementation Team, shall issue within seven (7) calendar days a blacklisting order immediately disqualifying the erring contractor or supplier from participating in the bidding of all government projects.





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Where contract termination is no longer possible, but the contractor or supplier committed acts or causes which constitute grounds for blacklisting, the End-User shall within seven (7) days after the lapse of project duration, cause the execution of Verified Report with all relevant evidences attached, as basis in initiating the blacklisting procedures by the Head of the Procuring Entity.

Blacklisting Orders duly approved by the Head of the Procuring Entity or Appellate Authority shall be posted in the GPPB Online Blacklisting Portal, through the official or alternate user, within three (3) calendar days from the date of its effectivity.

**V. Monitoring and Evaluation**

Feedback as to the implementation of this Procurement Management System shall be included in the Quarterly Regional/Division Program Implementation Review (PIR). The Quality Assurance Division shall coordinate with the Field Technical Assistance Division (FTAD) to come up with its Technical Assistance Plan to be able to address the identified issues and concerns after the PIR. The Procurement Unit shall regularly report to the REXECOM updates, issues and concerns on procurement.

**VI. References:**

1. DepEd Order No. 001, 2023 – Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities
2. DepEd Order No. 041, s. 2021 – Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education
3. DepEd Order No. 027, s. 2020 – Guidelines on the Reconstitution of the Inspectorate Team of the Department of Education Central Office, Regional and Schools Division Offices and Schools
4. DepEd Order No. 35, s. 2017 – Revised Guidelines on the Implementation of Basic Education Facilities Fund





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5. COA Circular No. 2023-004 dated June 14, 2023, titled, "Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001
6. COA Circular No. 2009-001 - Restatement with amendment of COA Circular 87-278 and COA Memorandum 2005-027 re: submission of copy of government contracts, purchase orders and their supporting documents to the Commission on Audit
7. 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 – Updated January 2023
8. Regional Memorandum No. 090, s. 2021 – Implementation Guidelines of the Procurement Management System for DepEd Region III



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