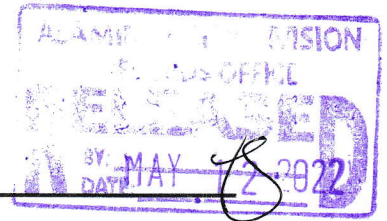




Republic of the Philippines  
**Department of Education**

REGION I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2022 – 173**

**TO :** Assistant School Division Superintendent - *[Signature]*  
 Chief, Curriculum Implementation Division (CID) - *[Signature]*  
 Chief, School Governance and Operations Division (SGOD) - *[Signature]*  
 Education Program Supervisors, SEPS, Division Personnel  
 Public School Heads/Principals/OIC's  
 All Others Concerned

**SUBJECT :** **COMPOSITION OF RECONSTITUTED DIVISION AND SCHOOLS INSPECTORATE TEAM**

**FROM :** Office of the Schools Division Superintendent

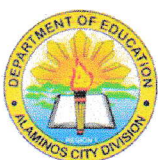
**DATE :** May 12, 2022

1. Pursuant to DepEd Order No. 027, s. 2022 titled Guidelines on the Reconstitution of Inspectorate Team in the Central, Regional and Division Offices and Schools and in compliance with the Commission on Audit (COA) rules and regulations regarding the inspection of deliveries please be informed on the reconstituted Composition of the Division Inspectorate Team:

DESIGNATION	NAME	AREA OF CONCERN
Team Leader	Dr. Miguel G. Gellado Jr.	All Deliveries/TVL/TLE Supplies & Equipment
Members	Chimmy Raoet <i>[Signature]</i>	Finance Unit/Physical Facilities
	Arlene R. Beniola <i>[Signature]</i>	Asset Management/All Common-used Supplies & Equipment (schools)
	Freddie B. Peralta <i>[Signature]</i>	All Deliveries/Physical Facilities and Other General Services
	Carlo B. Agustin	DCP Packages/IT Equipment/Supplies/Internet Services
	Dr. Edna C. Caserial	LRMDS/Books/Reading Materials/Printing Projects and LTE for TVL and SME
	Dr. Ronald B. Radoc	All Deliveries
	Engr. Merjorie B. Corpuz	Educational Facilities Unit

***With hundred reasons to serve!***

*Co. CRIMS*



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 Telefax Number: (075) 205 - 0644  
 Website: [depedalaminocity.com](http://depedalaminocity.com)  
 Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)





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	Dr. December Blanche Benitez	Medical/Dental Supplies/Health Equipment
	Bjorn M. Cruz	DRRM Supplies and Materials
	Arleen R. Alcantara	Sports Goods and Equipment
	Carlo S. Rabanal	Feeding Program
Provisional	Dr. Orlando I. Guerrero	All Deliveries (schools)
	Jestoni H. Amores	LRMDS/Books/Reading Materials/Printing Projects and LTE for TVL and SME
	Karen R. Tobias	Supply Unit
	Dr. Aida B. Cadawas	Medical/Dental Supplies/Health Equipment
	Helen A. Guillermo	Finance Unit

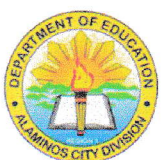
2. Members of the Inspectorate Team shall have the following roles and responsibilities:

- a. Conducts pre-delivery inspection prior to delivery to determine the compliance with the technical specifications;
- b. Inspect the delivered goods in accordance with the perfected Purchase Order/Contracts;
- c. Signs the Inspection and Acceptance Report (IAR) form and recommends payment/non-payment of the Supplier/Contractor;
- d. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance/Completion; and
- e. Monitor the rectification/punch listing of defect.

3. For information, guidance, wide dissemination, and strict compliance.

  
**LORNAG. BUGAYONG, PhD, CESO V**  
Schools Division Superintendent

***With hundred reasons to serve!***



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