



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 259, s. 2023

JUL 12 2023

**RECONSTITUTION OF THE INSPECTORATE TEAM IN THE SCHOOLS DIVISION
OFFICE & SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

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 Teams per procurement project of SDO-Kabankalan City are reconstituted as follows:

Regular Members

	Name of Member	Name of Alternate Member
Team Leader:	Rene S. Erillo <i>Education Program Supervisor (Math)</i>	Jacqueline B. Dagunan <i>Public Schools District Supervisor</i>
Members:	Jorel J. Diagmel <i>AO-II / Division Property Custodian</i> Rey Francis M. Ejar <i>Administrative Assistant III</i>	Salvacion Elcy C. Pantajo <i>Administrative Assistant III</i> Gilbert C. Biaco <i>Administrative Officer II</i>

Provisional Members:

Project	Name of Member	Name of Alternate
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Mary Helen M. Bocol <i>EPS (LRMDS)</i>	Sheila Mae T. Misamen <i>OIC-PDO II (LRMDS)</i>
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Charity E. Sasuman <i>Nurse II</i>	Aldwin Marco Bendo <i>Dentist II</i>
Sports-related Goods and Equipment	Julieta V. Gempison <i>EPS (SGOD)</i>	Romeo Poyogao <i>EPS/ Division Sports Coordinator</i>
Training / Seminar Kits	Junry M. Esparar <i>EPS / OIC-CES (CID)</i>	Eulyne D. Lucerna <i>SEPS-HRD</i>
Furniture and Related Goods	Engr. Raymond Noquilla <i>Engr III</i>	Ben T. Villanueva <i>SP-I / BAC TWG</i>



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DCP Packages, IT-related Goods and Internet Services	Archiebal A. Poyogao <i>ITO I</i>	Richard Roa <i>AO II</i>
DRRM Supplies and Materials	Sheina S. Saquian <i>SEPS- SocMob</i>	Rictee I. Resano <i>PDO II (DRRM)</i>
Service Vehicles	Arnold S. Magdaet <i>AO V – Admin</i>	Edmund J. Canson <i>ADA I</i>
Security, Janitorial and Other General Services	Arnold S. Magdaet <i>AO V – Admin</i>	Gilbert Biaco <i>AO II</i>
Infrastructures	Dr. Cecilia G. Abello <i>Chief ES (SGOD)</i>	Jolly G. Gariando, Jr. <i>PSDS (District V)</i>

2. Likewise, all public elementary and secondary schools shall constitute or reconstitute their respective Inspectorate Teams as follows:

Team Leader: Must be a 2nd ranking permanent official in the school.

Regular Members:

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 bookkeeper or teacher with adequate knowledge in finance

Provisional Members:

The provisional member may be representative from the PTA, a Barangay Official, or any third-party monitor to be determined by the school head.

School heads are hereby advised to submit their constituted or reconstituted Inspectorate Team to the Office of the Records Officer not later than **July 28, 2023**.

3. The tenure of the Inspectorate Team shall be for a period of two years only. Thereafter, a reconstitution shall be made anew based on this division memorandum unless otherwise revoked.

4. The Inspectorate Teams shall function in accordance with Item C of DO No. 27, s. 2020.

5. Immediate dissemination of and compliance with this memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent