



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

December 16, 2025

DIVISION MEMORANDUM

No. 721, s. 2025

UPDATED COMPOSITION OF THE INSPECTORATE TEAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public and Private Elementary, Secondary,
and Integrated Schools
Teaching and Non-Teaching Personnel
All Others Concerned

1. This serves as a formal notice to all concerned regarding the updated composition of the Inspectorate Team of the Schools Division Office of Aklan.
2. Pursuant to DepEd Order No. 027, s. 2020, the Inspectorate Team of Schools Division Offices shall be comprised of a Team Leader, Regular Members, and Provisional Members who must all be occupying permanent or Plantilla positions.
3. The same DepEd Order provides:

Team Leader

The Team Leader must be a 5th ranking permanent official in the RO or a 4th 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.

4. In accordance with the provisions above-stated, the updated composition of the Inspectorate Team of this Office is as follows, to wit:

INSPECTORATE TEAM	
Team Leader	Dr. Mikko Jan D. Lopez Senior Education Program Specialist Planning & Research Section
Regular Member (Accounting Unit)	Helen G. Fabillano Administrative Assistant III
Regular Member (Supply Unit)	Jhon Melvin E. Reynado Administrative Assistant III

Provisional Members	Representatives of the Implementing Unit/End-User Unit (IU/EU) for different procurement projects
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5. 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:

- Attend the Pre-Inspection Conference with the Implementing Units/End-User Units wherein specific tasks are allocated to each Inspector.
- Attend Post-Inspection Conference wherein the findings and result of the inspection are discussed.
- 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.
- Familiarize themselves with the technical specifications of the goods and the inspection and test protocols before proceeding to the inspection site.
- Check the completeness and authenticity of the documents presented by the Supplier.
- Conduct physical inspection of the good, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order are met.
- 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.
- Check the inclusion of warranty certificate and instructional manual.
- Sign the Inspection Portion of the Inspection and Acceptance Report if the deliveries conform to the technical requirements.
- 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.
- Submit assessment reports and policy recommendation concerning the conduct of inspection.
- Attend meetings, conferences and training programs as may be required by the CO or Heads of the ROs, SDOs and Schools.

6. The immediate and widest dissemination of this memorandum is desired.

Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Enclosure: As stated
References: DO 027, s. 2020
To be indicated in the Perpetual Index
Under the following subjects:

INSPECTION
POLICY
PROCUREMENT
RULES & REGULATIONS