



DIVISION MEMORANDUM NO. 174s 2016

**DIVISION INSPECTORATE TEAM FOR THE PROCUREMENT OF GOODS AND SERVICES**

TO Asst. Schools Division Superintendent  
Chief of CID and SGOD  
Heads of Public Elementary and Secondary Schools

1. In view of the division thrust of rendering efficient delivery of services in line with judicious utilization of government resources, a division Inspection Task Force is being organized with members as follows:

|                         |  |
|-------------------------|--|
| <b>Melecio Postrado</b> | Public Schools District Supervisor<br><i>Furniture and Vehicles</i>  |
| <b>Pedro Pelonio</b>    | Public Schools District Supervisor<br><i>Furniture</i>               |
| <b>Lilian Paredes</b>   | Education Program Supervisor I<br><i>Catering per Specifications</i> |
| <b>End User</b>         | <i>Catering per Quantity</i>   |
| <b>Jose Flores</b>      | Administrative Assistant VI<br><i>Goods and IT Equipment</i>         |

2. The task force shall be responsible for:
  - a. Inspection of deliveries and signing of corresponding documents once deliveries are found in order and are received as scheduled.
  - b. Monitoring and assessing the quality and quantity of proved delivered goods and services, ensuring that they are within the standards set.
3. The above-mentioned task force member shall perform these tasks in addition to their regular work assignment.
4. Travel expenses should there be any of these members in line with performance of these functions may be charged against division MOOE/local funds, EAO and similar funds subject to the usual accounting and auditing rules and regulations.
5. For information and compliance of all concerned.

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**ARNULFO M. BALANE, CESO V**  
*Schools Division Superintendent*