



January 25, 2016

Division Memorandum
No. 25 s, 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 and in line with judicious utilization of government resources, a division Inspection Task Force is being organized with members as follows:

Melecio Postrado	-	Public Schools District Supervisor <i>Furniture</i>
Pedro Pelonio	-	Public Schools District Supervisor <i>Furniture</i>
Lilian Paredes	-	Education Program Supervisor I <i>Catering</i>
Philip Nebrea	-	Information Technology Officer <i>Goods and IT Equipment</i>

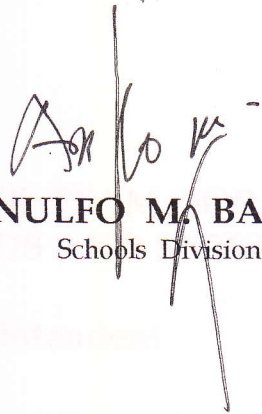
2. The task force shall be responsible for:

- 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 the information and compliance of all concerned



ARNULFO M. BALANE, CESO V
Schools Division Superintendent



Division Memorandum

No. 25, 2016

DIVISION INSPECTOR
PROCUREMENT OF GOODS

Asst. Schools Division Superintendent

Chief of CID and SCOD

Heads of Public Elementary and Secondary Schools

In view of the Division thrust of ensuring efficient delivery of services and in line with policies and guidelines of government, the Division Inspection Task Force is being organized with members as follows:

Melexio Postrado

Public Schools Division Superintendent

Pedro Pelando

Public Schools Division Superintendent

Lilian Parales

Education Program Supervisor

Philip Netren

Information Technology Officer

The task force shall be responsible for:

a. Inspection of deliverables and reports

b. Monitoring and ensuring the quality of deliverables