



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF LA CARLOTA CITY
BALABAG ELEMENTARY SCHOOL

Office of the School Principal
SCHOOL MEMORANDUM

No. 02, s. 2020

To : **ALL TEACHERS**
From : **Office of the School Principal**
Subject : **RECONSTITUTION OF SCHOOL INSPECTORATE TEAM for SCHOOL YEAR 2020-2021**

In consonance with the provisions of DepEd Order No. 5, s. 2010 entitled "Guidelines on Inspection of DepEd Deliveries," the following members of School Inspectorate Team (SIT) are hereby designated.

Team Leader: Josephine C. Feria
Members: Jose Erwin C. Navio
Mike T. Pabalate
Phebe D. Tadlan
Carlet May T. Leganada
Carissa T. Sedero

The School Inspectorate Team (SIT) shall be responsible for the inspection of services implemented in the school.

The General Functions of the School Inspectorate Team (SIT) – as provided in DepEd Order No. 5, s. 2010 – are as follows:

1. Conducts pre-delivery inspection prior to delivery to determine compliance with technical specification.
2. Inspects the delivered goods in accordance with the perfected Purchase Order/ Contracts.
3. Signs the Inspection and Acceptance Report (AIR) form and recommends payment/ non-payment of the Supplier/Contractor.
4. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance.
5. Monitors the rectification of defective deliveries.
6. The members of the Inspectorate Team should strictly observe the provision aforementioned in DepEd Order in the performance of their specific roles, and responsibilities.
7. For information, guidance and compliance.


RONALD C. VALDEVIESO
Principal I



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