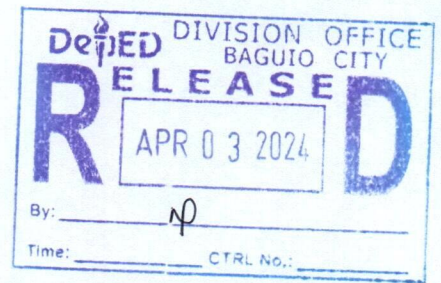




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 2, 2024

OFFICE MEMORANDUM

No. 019,2024

**DESIGNATION OF SPECIAL INSPECTORATE TEAM DURING TRAININGS
AND OTHER SIMILAR ACTIVITIES WITH REITERATION TO SUBMIT
COMPLETE ATTACHMENTS**

To: All Chief Education Supervisors
Education Program Supervisors
Section/Unit Heads
Program Owners
Others Concerned

1. Pursuant to Appendix 62 of the Government Accounting Manual (GAM), an **Inspection and Acceptance Report (IAR)** shall be submitted by the Inspection Committee and the Supply Unit on the inspection and acceptance, respectively or the purchased supplies, goods, equipment or property.

2. In relation to this, there shall be a designated **special inspectorate team** **to be included in the proposals and Division Memorandum approved by the Schools Division Superintendent (SDS)** in case there are **no attending inspectorate officers** as per Division Memorandum 89 s. 2024. The **identified special inspectorate team shall perform the following duties and responsibilities:**

- a) Conduct pre-delivery inspection prior to delivery to determine its compliance with the technical specification.
- b) Inspect the delivered goods in accordance with the perfected Purchase Order/Contracts.
- c) Sign the IAR and recommends payment/non-payment of the Supplier/Contractor
- d) Conduct post-delivery inspection prior to the issuance of Final Acceptance
- e) Monitor rectification of defective deliveries

3. In addition, all program owners or end users that, must submit **different IAR for each date of implementation** of the program, project or activities.



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Likewise, **complete attachments** shall be submitted with the training proposals which include the following:

- a. Proposals for approval by the SDS
 - ✓ ● Program Matrix
 - ✓ ● List of participants
 - ✓ ● Names of special inspectorate committee if there are no inspection officers to attend
- b. Documents to be submitted after the conduct of training or similar activities
 - ✓ ● Attendance Sheets
 - ✓ ● **Certificate of Attendance**
 - ✓ ● Accomplishment Report
 - ✓ ● Requisition and Issue Slip for supplies, materials, equipment and properties
 - ✓ ● Inspection and Acceptance Report
 - ✓ ● Supplier Evaluation Form

4. The program owner or end user ensures the **names in the attendance sheet and the list of participants must be the same**. Otherwise, the **program owner shall issue an addendum in case there is a change of participant who shall hold a similar or equal position with the non-attending original participant**. A **written justification** must be submitted by the non-participating identified participant.

5. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent