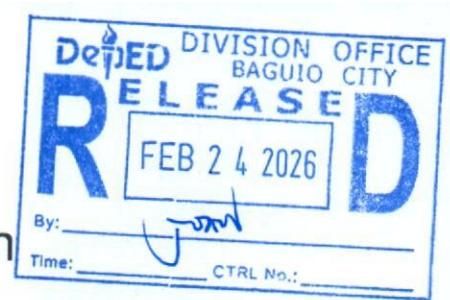




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 20, 2026

OFFICE MEMORANDUM

No. **022,2026**

**SIMPLIFIED PROCESSING FOR INSPECTION AND ACCEPTANCE REPORTS
(IAR)**

To: All Program Owners/Focal Person
All Others Concerned

1. In an effort to streamline the **Inspection and Acceptance** process, the following updated procedures will be strictly adhered to for **all deliveries**:

- a. The Delivery Receipt (DR) together with the Charge Invoice, Sales Invoice, Billing Invoice, Statement of Account whichever is applicable will be promptly submitted to the Supply and Property Management Unit (SPMU) for recording and assignment of the appropriate Inspection and Acceptance Report (IAR) number, as well as for the maintenance of the assigned number series. The SPMU is responsible for ensuring the IAR is recorded in real-time upon receipt, and a printed copy of the corresponding IAR will be provided to the Focal Person for signatures.
- b. The Program Owners or Focal Person will ensure that the IAR is signed by both the Inspection Committee Members and the Focal Person before it is returned to the SPMU for acceptance. **No unsigned IAR will be forwarded directly to the Accounting Section.** Once finalized, the completed IAR, along with the attached Delivery Receipt (DR) and invoices, will be forwarded to the SPMU, which will then submit these documents to the Accounting Section for further processing.

2. For information guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU/vgc

