



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

August 16, 2024

DIVISION MEMORANDUM

No. 268 s. 2024

**RECONSTITUTION OF THE COMPOSITION OF SDO-VIGAN CITY
 INSPECTORATE TEAM**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section and Unit Heads
 School Heads (Public Elementary and Secondary Schools)
 All Others Concerned

- In compliance with the Commission on Audit (COA) rules and regulations regarding inspection of deliveries particularly the **Government Accounting Manual (GAM) for National Government Agencies Volume I, Chapter 8, Section 15** - Procedures in the Receipt, Inspection, Acceptance and Recording of Deliveries of Inventory Items, DepEd Order No. 5, s. 2010 or the **"Guidelines on Inspection of DepEd Deliveries"**, and DepEd Order No. 27, s. 2020, **"Guidelines on the Reconstitution of Inspectorate Team in DepEd CO, RO, SDO and Schools"**, this SDO establishes the Reconstituted Composition of the SDO-Vigan City Inspectorate Team.
- In addition, DepEd Order No. 026, s. 2020 or the **Guidelines on the Conduct of Inspection and Delivery of Goods in Areas Under Enhanced Community Quarantine, Modified Enhanced Community Quarantine, and General Community Quarantine** shall be the legal basis for the SDO-Vigan City and Schools Inspectorate Team to ensure the unimpeded delivery of supply inputs to various DepEd units and schools.
- Likewise, the safety of the SDO and School Inspectorate Teams, employees and stakeholders in the conduct on inspection and delivery of goods under the COVID-19 public health crisis shall be also guided by the above-mentioned preceding DepEd Order.
- The Reconstituted Composition of the SDO-Vigan City Inspectorate Team is as follows:

Team Leader: **MARY JOY P. SUERO**
Administrative Officer V



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedviganacity.com

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- Regular Members: **ADELMAR P. PAETA**
Administrative Assistant III
- JONAS A. CU**
Administrative Aide VI
- Provisional Members: Representative of the Implementing Unit (IU)/End User Unit (EU) who have technical skills and experience relevant to the goods procured, as follows:

PROJECTS	IUs/EUs in the SDO (2 Reps)
Learning Materials, Supplementary Learning Resources, Printing Projects, and LTE and TVL and SME	Nelson A. Robiñol Allan Q. Barrientos
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Arlyn D. Batulan Mac Lubert R. Rapacon
Sports-related Goods and Equipment	Sherwin D. Fabre PDO II-DRRM
Training/Seminar Kits	Felipa T. Regaspi Solito S. Cortel
Furniture and Related Goods	Susiemar M. Rapisura Engr. Kristyl Claire B. Obaldo
DCP Packages, IT Related Goods and Internet Services	Eric L. Tapat Kaymarc B. Ularte
DRRM Supplies and Materials	Princess G. Torricer PDO II-DRRM
Service Vehicles	Nestor R. Pascua Ferdinand F. Flores
Security, Janitorial and Other General Services	Dennis L. Suero Ferdinand F. Flores

- All Division Memoranda and other related issuances, rules, regulations, and provision, which are inconsistent with these guidelines are repealed, rescinded or modified accordingly.
- Immediate dissemination of this Memoranda is desired.

VILMA D. EDA, CESO V
 Schools Division Superintendent



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