



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

209-2154
29 SEP 2026
September 21, 2026

DIVISION MEMORANDUM

No. 819 s. 2026

**AMENDMENT TO DM 632 S. 2026 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

1. 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.
2. In lieu of the transfer of Mr. Giro Anthony P. Flandez, Administrative Aide IV assigned to the Supply Unit, to the Schools Division Office of Ilocos Sur effective September 16, 2026, Ms. Florabel P. Rafanan shall serve as the new member of the SDO Vigan Inspectorate Team, effective September 16, 2026.
3. The Reconstituted Composition of the SDO-Vigan City Inspectorate Team is as follows:

Team Leader:

MARY JOY P. SUERO
Administrative Officer V

Regular Members:

REYNA T. TAJON
Administrative Assistant III



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

FLORABEL P. RAFANAN
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-SME and TVL	Rommel R. Rabo Allan Q. Barrientos
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Arlyn D. Batulan Zyrah Mae G. Sol
Sports-related Goods and Equipment	Sherwin D. Fabre Solito S. Cortel
Training/Seminar Kits	Felipa T. Regaspi Nelson A. Robiñol
Furniture and Related Goods	Susiemar M. Rapisura Ben John C. Lazo
DCP Packages, IT Related Goods and Internet Services	Eric L. Tapat Lloyd P. Ancheta
DRRM Supplies and Materials	Raymart Q. Quedado Alimar C. Ablog
Service Vehicles	Nestor R. Pascua Dennis L. Suero
Security, Janitorial and Other General Services	Dennis L. Suero Christian B. Alejo

4. All Division Memoranda and other related issuances, rules, regulations, and provision, which are inconsistent with these guidelines are repealed, rescinded or modified accordingly.

5. Immediate dissemination of this Memoranda is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent



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

August 5, 2026

12 AUG 2026

DIVISION MEMORANDUMNo. 632 s. 2026

**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

1. 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.
2. The Reconstituted Composition of the SDO-Vigan City Inspectorate Team is as follows:

Team Leader:

MARY JOY P. SUERO
Administrative Officer V

Regular Members:

REYNA T. TAJON
Administrative Assistant III

GIRO ANTHONY P. FLANDEZ
Administrative Aide VI





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

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-SME and TVL	Rommel R. Rabo Allan Q. Barrientos
Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Arlyn D. Batulan Zyrah Mae G. Sol
Sports-related Goods and Equipment	Sherwin D. Fabre Solito S. Cortel
Training/Seminar Kits	Felipa T. Regaspi Nelson A. Robiñol
Furniture and Related Goods	Susiemar M. Rapisura Ben John C. Lazo
DCP Packages, IT Related Goods and Internet Services	Eric L. Tapat Lloyd P. Ancheta
DRRM Supplies and Materials	Raymart Q. Quedado Alimar C. Ablog
Service Vehicles	Nestor R. Pascua Dennis L. Suero
Security, Janitorial and Other General Services	Dennis L. Suero Christian B. Alejo

3. All Division Memoranda and other related issuances, rules, regulations, and provision, which are inconsistent with these guidelines are repealed, rescinded or modified accordingly.

4. Immediate dissemination of this Memoranda is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

