Office of the Schools Division Superintendent

November 11, 2024

MEMORANDUM
No. **282**, s. 2024

DIVISION INSPECTION GUIDELINES FOR GOODS AND SERVICES

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Program Owners
All Others Concerned

1.   For the information and guidance of all concerned, this Office disseminates **INSPECTION GUIDELINES** for Goods and Services.

2.   For the Delivery of materials, **NO Purchase Order (PO)-NO Inspection Policy** must be observed at all times.

    a. All items in the PO should be delivered completely before INSPECTION is done;

    b. If there be LACKING materials, INSPECTION can still be made given that the materials will be delivered on the SAME DAY;

    c. In exceptional circumstances actions maybe done subject to Approval of the Schools Division Superintendent.

3.   NO INSPECTORATE, NO INSPECTION. The Supply Office must inform the INSPECTORATE Team for the delivery date of every goods and services at least one (1) day before delivery.

4.   All Purchase Orders (PO) must bear the supplier's signature and the supplier's date of acceptance of the PO.

5.   For Out-of-Office Seminars, Trainings, Conferences or Meetings, the Program Owner must designate an INSPECTORATE from the PMT who will be IN CHARGE of sending photos and/or videos of the FOOD delivered to the venue to any of the Division Inspectorate Team for verification purposes.

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6.   There shall be NO ACCEPTANCE of Goods and Services if the suppliers cannot comply with the specifications or descriptions from the PO.

7.   For LABOR SERVICES, the Program Owner must secure the following before the IAR will be signed:

     a. Attached copy of the PO of materials used;
     b. Certification of Completion duly signed by the Division Engineer.

8.   Immediate dissemination of and compliance with this Memorandum is directed.

ORLANDO G. CADANO EdD
Schools Division Superintendent

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