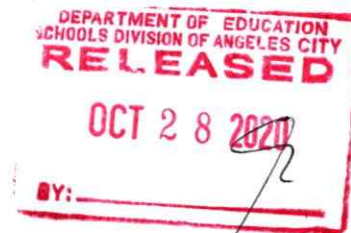




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



October 28, 2020

DIVISION MEMORANDUM
No. 263 S. 2020

RECONSTITUTION OF INSPECTORATE TEAM IN SCHOOLS

To : All Public Elementary and Secondary School Heads

1. Pursuant to DepEd Order No. 27, s. 2020, all Public Elementary and Secondary Schools are instructed to reconstitute their School Inspectorate Team which shall be in-charge of the inspection procedure upon delivery and before acceptance of all types of goods.

2. The following shall compose the School Inspectorate Team:

- Team Leader - must be a second ranking permanent official in the school.
- Regular Members - at least one Officer or Teacher who has adequate knowledge and technical skills relative to the goods procured.
 - School Property Custodian or Supply Officer
 - School Accountant or Bookkeeper
- Provisional Members – may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the School Head.

3. The School Inspectorate Team, with the specimen signature of each member, will be submitted via this email address: armintayag@deped.gov.ph on or before November 4, 2020.

4. Immediate dissemination of and strict compliance with this memorandum are directed.

MA. IRELYN P. TAMAYO, Ph. D. CESE
Assistant Schools Division Superintendent
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CN-2020-242

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