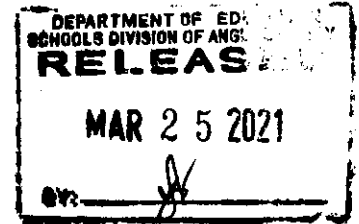




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



March 23, 2021

DIVISION MEMORANDUM
No. 069 S. 2021

DIVISION CONTRACT IMPLEMENTATION TEAM

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Division Unit Heads
Heads, Public Elementary and Secondary Schools

1. In compliance to Regional Memorandum No. 90, s. 2021, the Division Contract Implementation Team (CIT) is composed of the following:

Chairman: Program Implementer
(Program Focal Person/ End User)

Vice-Chair: Amando C. Yutuc PhD.
Public Schools District Supervisor

Members: Gay Y. Pangitinan
Division Accountant

Engr. Norma P. Cabigting (Infrastructure)
Division Engineer

Armin M. Tayag (for Goods/Services/ Catering)
Supply Officer

Aveneir V. Mendoza (for ICT)
Information Technology Officer

Secretariat: Atty. Paul Nikon T. Alcayro
Legal Officer



CN 2021 - 049
Address: Jesus Street, Pulungbulu, Angeles City
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2. The Division Contract Implementation Team shall have the following roles and responsibilities:
- 2.1. Act as the conduit between the HOPE, BAC and the project recipients;
 - 2.2. Conduct a meeting as soon as the Notice to Proceed has been issued to the Supplier;
 - 2.3. Conduct regular meetings and/or as the need arises;
 - 2.4. Monitor and evaluate the status of the project;
 - 2.5. Receive and validate feedback from stakeholders;
 - 2.6. Gather reports from the supplier/ contractors;
 - 2.7. Submit monthly status report to the HOPE;
 - 2.8. Conduct periodic and end of project inspection.
 - 2.9. Issue certificate of project completion and eligibility for payment; and
 - 2.10. Perform other duties and functions as stipulated in Annex D, E and F of the 2016 Revised IRR of RA 9184.


3. In the conduct of project inspection, the following timelines must be followed by the CIT:

Kind of Project	Pre-Implementation	Implementation	Post Implementation
Infrastructure	Meeting with End user and Supplier within 7 days after receipt of Notice to Proceed.	At least three times inspection of the project within the contract duration	Conduct of Inspection upon request for payment of obligation
Goods and Services	Pre-delivery Inspection or as specified in the Contract	Every request for progress billing by the Supplier	Conduct of Inspection upon receipt of request for payment of obligation.

4. For the school level, the CIT shall be composed of the following:

Chairman: School Principal
 Vice - Chair: Program Focal Person
 Members: Property Custodian
 Teacher-Representative
 Secretariat: To be designated by the School Head

5. Immediate dissemination of and strict compliance to this Memorandum is desired.


MA. IRELYN P. TAMAYO PhD CESE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Control No: _____



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