



Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

January 21, 2025

**DIVISION MEMORANDUM**

No. 063, s. 2025

**RECOMPOSITION OF THE DIVISION INSPECTORATE COMMITTEE**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In compliance with DepEd Order No. 27, s. 2020 re Guidelines on the Reconstitution of Inspectorate Team in the Department of Education - Central Office, Regional and Schools Division Offices and Schools, DepEd Order No. 1, s. 2023 re Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities and Republic Act (RA) No. 9184 or the Government Procurement Reform Act and Its Implementing Rules and Regulations, the composition of the Division Inspectorate Team is hereby reconstituted and amended to read as follows:

Team Leader: **ROMEO B. SANTILLAN, PhD**  
 Education Program Supervisor

Regular Members: **EDLYN H. MANATAD**  
 Administrative Assistant II  
 Representative from the Accounting Unit

**SAMDURRELL ROMO**  
 Administrative Assistant II  
 Representative from Property Supply / OSDS Office

Provisional Members:

| <i>Projects</i>  | <i>IUs / EUs in the SDO</i>  |
|--|--|
| Learning Materials, Supplementary Learning Resources, Printing Projects, LTE for TVL and SME | <b>MARLON C. DUBLIN</b><br>Learning Resource Management Section<br>Curriculum Implementation Division                          |
| Food and Medicines, Dental Tools and Supplies and Other Health Supplies                      | <b>GRACE B. LANUTAN, RN</b><br>Nurse II, School Health & Nutrition Section<br>School Governance and Operations Division        |
| Sports-related Goods and Equipment   | <b>JOSETTE P. BALANDRA, PhD</b><br>Education Program Supervisor<br>School Governance and Operations Division                   |
| Training / Seminar Kits  | <b>JECEN A. DESPI</b><br>Education Program Specialist II – HRD<br>School Governance and Operations Division                    |
| Physical Facilities / Equipment<br>Furniture and Related Goods                               | <b>ENGR. EDWARD S. MARTORILLAS</b><br>Engineer III, Education Facilities Section<br>School Governance and Operations Division  |
| DCP Packages, IT-related Goods and Internet Services   | <b>JONAH V. UYPICO</b><br>Information Technology Officer I<br>Office of the Schools Division Superintendent                    |
| DRRM Supplies and Materials  | <b>JAMES P. SABIO</b><br>PDO II – DRRM   Social Mobilization & Networking Section<br>School Governance and Operations Division |
| Service Vehicles, Security, Janitorial, and Other General Services                           | <b>NOE B. ABDON</b><br>Administrative Officer V – Administrative Services<br>Office of the Schools Division Superintendent     |



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2. This Memorandum shall serve as the Designation of the above-mentioned personnel and shall comply with the implementing guidelines, functions, duties and responsibilities, and code of conduct stipulated in **DepEd Order No. 27, s. 2020**.

3. All Inspectors in all DepEd governance levels shall undergo a Training Program which shall aim to provide orientation, support, capacity-building activities, and assessment relative to the roles of the Inspectorate Teams in the delivery, inspection, and acceptance of goods. The said program shall be organized by the Central Office through the office of the Assistant Secretary for Procurement and Administration (OASPA).

4. Likewise, all public elementary and secondary schools shall constitute or reconstitute their respective Inspectorate Teams as follows:

- |                 |   |   |
|-----------------|---|---|
| Team Leader     | : | <i>Must be 2<sup>nd</sup> ranking permanent official in the school.</i>   |
| Regular Members | : | <ol style="list-style-type: none"> <li><i>1. At least one officer or teacher who has adequate knowledge and technical skill relative to the goods procured;</i></li> <li><i>2. School property custodian or supply officer; and</i></li> <li><i>3. School bookkeeper or teacher with adequate knowledge in finance</i></li> </ol> |

Provisional Members:

The provisional member may be a representative from the PTA, a Barangay Official, or any third-party monitor to be determined by the School Head.

5. School Heads are hereby enjoined to submit their constituted or reconstituted School Inspectorate Team to the Division Records Officer no later than **January 31, 2025**.

6. The tenure of the Inspectorate Teams shall be for a period of two years only. Thereafter, a reconstitution shall be made anew based on this Division Memorandum unless otherwise revoked.

7. All other previous division issuances inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

8. Immediate dissemination of and strict compliance with this Memorandum are directed.

**DANNIE CLARK M. UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



|              |   |           |
|--------------|---|-----------|
| Enclosure    | : | None      |
| Reference    | : | As Stated |
| Allotment    | : | N/A       |
| No. of Pages | : | 2         |

To be indicate in the **Perpetual Index** under the following subjects:

FN: OASDS/Onedrive/Memoranda2025

