



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

18 May 2026

DIVISION MEMORANDUM

No. 246, s. 2026

RECOMPOSITION OF THE DIVISION INSPECTORATE TEAM

To: Assistant Schools Division Superintendents
Chief – Curriculum Implementation Division (CID)
Chief – School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Public Elementary and Secondary School Heads
School Property Custodians
All Others Concerned

1. In compliance with DepEd Order No. 027, s. 2020 *Guidelines on the Reconstitution of the Inspectorate Team in the Department of Education Central Office, Regional and Schools Division Offices and Schools*, DepEd Order No. 5, s. 2010 *Guidelines on the Inspection of DepEd Deliveries*, and Commission on Audit (COA) rules and regulations pertaining to the inspection of deliveries, this Office hereby informs the following composition of the Division Inspectorate Team:

TEAM LEADER	IRENE GRACE Q. GONZALES Administrative Officer IV Records Section
REGULAR MEMBERS	JOAN MARGARET G. HERNANDEZ Administrative Assistant III Accounting Section
	CHIARA MAE O. LUALHATI Administrative Assistant III Property and Supply Unit

PROVISIONAL MEMBERS	
<i>Representatives of the Implementing Unit/ End-User who have technical skill and expertise relevant to the goods procured</i>	
Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME	Rosalinda A. Mendoza Educational Program Supervisor I- LRMDS



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Food and Medicines, Dental Tools and Supplies and Other Health Supplies	Dra. Khareen M. Cadano/ Dr. Ma. Carina Guevarra/ Karen E. Enriquez, RN Medical Officer III/ Dentist II- School Health and Nutrition/Nurse II
Sports-Related Goods and Equipment	Jimmy J. Morillo Education Program Supervisor I
Training /Seminar Kits	Implementing Unit/ End-User
Furniture and Related Goods	Engr. John Albert L. Tiquis Education Facilities
DCP Packages, IT-Related Goods and Internet Services	Ernani A. Catapat ITO
DRRM Supplies and Materials	James Angelo T. Año PDO I - DRRM
Service Vehicles	Lou C. Panaligan Administrative Officer V
Security, Janitorial and Other General Services	Ivan Ralph C. Alconera Administrative Assistant III- General Services

2. Members of the Inspectorate Team shall serve for a term of two (2) fiscal years.
3. Members of the Inspectorate Team shall perform the following roles and responsibilities:
 - 3.1 Conduct pre-delivery inspection to determine compliance with the specifications;
 - 3.2 Inspect the delivery of goods in accordance with the perfected Purchase Order/Contracts;
 - 3.3 Sign the inspection and Acceptance Report (IAR) form and recommend payment/non-payment of the supplier/contractor;
 - 3.4 Conduct post-delivery-inspection prior to the issuance of Certificate of Final Acceptance; and
 - 3.5 Monitor the rectification of defective deliveries.



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4. This recomposition shall take effect on June 1, 2026.
5. For information and strict compliance.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: As Stated
Reference: DepEd Order No. 027, s. 2020
DepEd Order No. 5, s. 2010
To be indicated in the Perpetual Index

JBP/Recomposition Of The Division Inspectorate Team
R2-152053/ 05/18/2026