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

23 Oct 2026

DIVISION MEMORANDUM
No. 534, s. 2026

DIVISION ORIENTATION FOR SUB-OFFICE INSPECTORATE TEAM FOR KS1 READING MATERIALS AND OTHER LEARNING RESOURCES (LRS)

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

1. Pursuant to the provisions of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and consistent with the implementing guidelines provided under DepEd Order No. 027, 5. 2020, entitled "Guidelines on the Reconstitution of Inspectorate Teams in the Department of Education, Regional and Schools Division Offices and Schools and DepEd Order no. 41 s. Pursuant to the 2021 Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education, this Office requests that all sub-offices constitute an inspectorate team for various learning resources procured by the Division Office.

2. In view of this, there will be a face-to-face orientation of all designated members of the sub-office inspectorate team on November 13, 2026, 8:00 am – 4:00 pm at a venue to be announced in a separate advisory.

3. The participants of this activity are the designated District/Sub Office members of the inspectorate team, Public Schools District Supervisors, EPS LRMS, DIO, Librarian II, SDO Supply Officer, SDO Inspectorate Team Leader, and members of the TWG.

4. The Sub-office Inspectorate Team shall be composed of the following:
   i. Team Leader – Central School Principal
   ii. Regular member
      1. At least one school head who has adequate knowledge and technical skill relative to the goods procured
      2. Sub-office Property Custodian
      3. Sub – office/ school Bookkeeper

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.
www.depedbatangas.com

iii. Provisional Member

1. A provisional Member may be a representative from the PTA, a Barangay Official, or any other third-party monitor to be determined by the Public Schools District Supervisor.

5. Expenses relative to the attendance at this activity are chargeable against local/ MOOE funds, subject to usual accounting and auditing rules and regulations

6. This Memorandum serves as a Travel Order for the participants.

7. For inquiries, please get in touch with the LRMS office at telephone number 043-722-1840, loc. 216.

8. Immediate dissemination of this Memorandum is earnestly desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: Matrix of the orientation
Reference: RA 12009, DO# 27 s. 2020, DO# 41 s. 2021

To be indicated in the Perpetual Index
under the following subjects:

Issuance: Division Memorandum

RAM/Division Orientation for Sub-Office Inspectorate Team for KS1 Reading Materials and Other Learning Resources (LRs)

R2- 156955/10/23/2026

Participants:

Sub office - 5x 34 =	170	
TWG -	4	
Nurse	1	
Librarian	1	
DIO	1	
EPS	1	
SO	1	
Inspectorate	1	
TOP	3	
Total	183 x 1200 =	219,600

Orientation Matrix

Division Orientation of Sub-office Inspectorate Team for Various Learning Resources Procured by Division Office

August

Venue: NDN Hotel and Event Center

Day 1

CD1-4

Date/ Time	Topic	Person/s Involved
7:30 – 8:30	Registration	TWG members
8:30 – 9:30	Opening Program	TWG Members
9:30 – 9:45	**Uninterrupted Health Break**	
9:45 - 10:45	Walkthrough of DepEd Order No. 27 s. 2020	SDO Inspectorate Team Leader
10:45 – 12:00	Walkthrough of DepEd Order No.41 s. 2021	SDO Inspectorate Team Leader
12:00 – 1:00	**Uninterrupted Lunch Break**	
1:00 – 2:30	Workshop on Different Inspection Forms/Report	SDO Supply Officer
2:30- 2:45	**Uninterrupted Health Break**	
2:45 – 3:30	Walkthrough on Learning Resources procured by SDO	Rosalinda A. Mendoza – EPS LRMS
3:30 – 3:45	QAME Report	TWG