



DEPARTMENT OF EDUCATION

Region V

Division of Camarines Sur

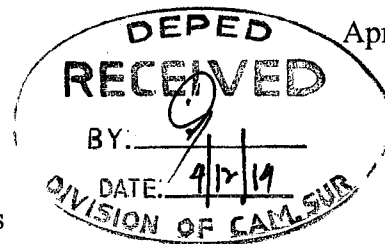
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM NO. 37 S. 2019

**DIVISION INSPECTORATE TEAM FOR THE PROCUREMENT OF
GOODS AND SERVICES**

TO: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Section Heads
Heads of Public Elementary and Secondary Schools



April 12, 2019

1. In view of the division thrust of rendering efficient delivery of services in line with judicious utilization of government resources, a division Inspection Task Force is being organized with members as follows:

Furniture:

Anthony C. Salvadora – Teacher I
Joel C. Imperial – Administrative Aide I

Venue and Catering per Specifications:

Ezra T. Porteria – Administrative Assistant II
Raymund M. Divina- Administrative Aide VI
Marilyn S. Gomez – EPS II, SMME

Venue and Catering per Quantity:

End User

ICT, Goods and Supplies

Rene L. Bino - Teacher I


Vehicles:

Eddie Mandia – Driver

Learning Resources:

Jesus Gamora – PDO II (LRMDS)
Felipe A. Nebrea – I.T.O I

2. The task force shall be responsible for:
 - a. Inspection of deliveries and signing of corresponding documents once deliveries are found in order and are received as scheduled.
 - b. Monitoring and assessing the quality and quantity of proved delivered goods and services, ensuring that they are within the standards set.
3. The above-mentioned task force member shall perform these task in addition to their regular work assignment.
4. Travel expenses should there be any of these members in line with performance of these functions may be charged against division MOOE/local funds, EAO and similar funds subject to the usual accounting and auditing rules and regulations.
5. For information and immediate compliance of all concerned.


CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent