



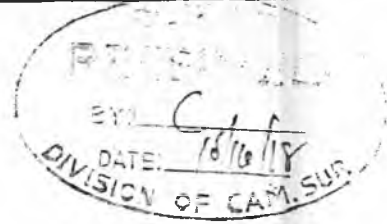
Department of Education  
Region V  
**Division of Camarines Sur**  
Education Facilities Unit

Freedom Sports Complex, San Jose, Pili, Camarines Sur

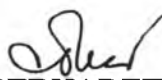


**DIVISION MEMORANDUM**

NO. 338 s. 2018



To : Public Schools District Supervisors (Elem. & Sec.)  
Principals/ School Heads Concerned  
District/ EFU Inspectors

From :   
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

Subject : **DIVISION INSPECTORATE TEAM REPAIR OF SCHOOL FACILITIES**

Date : **October 15, 2018**

1. To fastrack the liquidation report of the MOOE projects, minor repairs and others infrastructure projects, this division assigns inspector to conduct pre & post inspection for completed MOOE repair projects and other related works in coordination with PSDS's.
2. Teaching loads of teacher inspector will be reduce to give ample time for the special assignment. School heads of the inspectors are directed to give favorable action on this important activity/ task.
3. Request for inspection by School Heads/ Principal with infrastructure project will be submitted to the office of the Administrative officer V before the issuance of order for inspection.
4. Immediate actions are expected from the inspectors upon receipt of the order for inspection and corresponding reports shall be submitted to the Education Facilities Unit (EFU) for consolidation.
5. Enclosed is the list of inspectors.
6. All travelling activities related to the inspection and other related activities of the inspectors shall be charged against school MOOE/ Division and other local fund subject to the usual accounting and auditing rules and regulations.
7. For your information and compliance of all concerned.