



Republic of the Philippines
Department of Education
REGION I



MAY 20 2026

OFFICE MEMORANDUM

No. 201 s. 2026

ALTERNATE MEMBER OF THE INSPECTORATE TEAM

To: Assistant Regional Director
Chiefs of the Functional Division
Section/Unit Heads

1. In compliance to Department Order No. 27, s. 2020, and in reference to Office Memorandum No. 19, s. 2026, this Office hereby designates **ANGELICA G. AMANO**, Accountant I of Finance Division- Accounting Section, to take over as **ALTERNATE MEMBER** of the Inspectorate Team, Accounting Section Representative.

2. As part of the Inspection Committee, the specific functions, duties, and responsibilities of the members of the Inspectorate Team are as follows:

- Conduct Pre- Inspection prior delivery through the guidance and help of the end- user
- Inspection of all the goods and services being delivered as to physical form or condition and quantity
- Check the prepared IAR vis-à-vis the Delivery Receipt (DR) presented by the supplier
- Check, validate, and scrutinize if the delivered items conform to the technical specifications and standard quality
- Fill-out and sign the IAR Form reflecting either Rejection or Acceptance of goods in compliance with the technical specifications and standard quality
 - If the goods are rejected or not in conformity with technical specifications and standard quality, the Inspectorate Team shall not sign the IAR and wait for the rectification or replacement
 - Once the rectification or replacement arrives, the Inspectorate Team may now sign the IAR
 - If rejected, the Inspectorate Team shall sign the IAR noting the defects

3. It is reminded that the inspection of the delivered goods must commence within twenty- four (24) hours from the date of the delivery of the goods and should be completed as soon as practicable.

4. Immediate dissemination of and compliance with this memorandum is desired.

For the Regional Director

ATTY. RHEA JOY L. CARBONELL
Chief Administrative Officer

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Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@deped.gov.ph
www.depedregion1.com

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