



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

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DIVISION MEMORANDUM

NO. 363, s. 2026

**INSPECTORATE TEAM ORIENTATION: PROMOTING EFFECTIVE INSPECTION IN SDO
IRIGA CITY IN COMPLIANCE WITH REPUBLIC ACT NO. 12009**

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Inspectorate Team
All Others Concerned

1. In connection with the *Division Memorandum No. 259 s. 2026, Amendment to the Composition of the Schools Division Office (SDO) Iriga City Inspectorate Team*, this Office announces the conduct of the Inspectorate Team Orientation: Promoting Effective Inspection in SDO Iriga City in Compliance with Republic Act No. 12009.
2. The orientation aims to equip the newly designated Inspectorate Team members and concerned offices with the necessary knowledge and understanding of their respective roles and responsibilities in the inspection and acceptance of procured goods and services, consistent with existing government procurement, accounting and auditing laws, rules, and regulations.
3. The activity aims to:
 - a. Orient the newly designated Inspectorate Team members of their duties, functions, and responsibilities;
 - b. Clarify the respective roles of the Procurement Office, Supply Office, Accounting Office and the Inspectorate Team throughout the procurement and inspection and acceptance;
 - c. Discuss issues, concerns, and common challenges encountered in the preparation and processing of the Inspection and Acceptance Report (IAR), recognizing that delays in the completion and submission of the IAR are among the primary causes of delayed payment processing.
 - d. Strengthen coordination and collaboration among concerned offices to ensure timely inspection, acceptance, and documentation of procurement transactions. To achieve the agency goal of "Same-Day Delivery. Same-Day Inspection. Same-Day Payment. Serving Education Without Delay";



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e. Identify process improvements and establish uniform procedures that will facilitate the timely processing of payments while ensuring compliance with applicable laws, policies, and internal control standards.

3. The activity will be conducted on **August 5, 2026**, at the **SDO Iriga City Conference Hall**. The list of participants is attached as *Enclosure No. 1* to this Memorandum.
4. Immediate dissemination and strict compliance with this Memorandum are desired.

MBL

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent



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