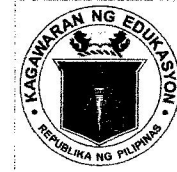




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DEPED Tagbilaran City School Division
City of Tagbilaran

Website: www.depedtagbilaran.com
E-mail Add: dtagbilarancitydivision@yahoo.com



MEMORANDUM:

TO: MR. JOSELITO C. GALENDO (SHS, T-II)
MRS. ROSE MARIE A. HENCIANOS (SHS, T-II)
MR. JONAS C. LUPOT (JHS, T-I)
MRS. ELLEN MARIE I. VILLAR (JHS, T-I)
MRS. FLORIDEL PELIN (SHS, T-II)
MRS. ROSELYN ISHIKAWA (PARENT REPRESENTATIVE)

FROM: VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent

DATE: SEPTEMBER 3, 2018

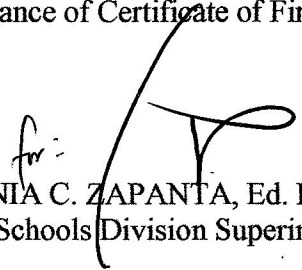
SUBJECT: DESIGNATION ORDER

In the exigency of service you are designated as members of the Inspection and Acceptance Team of TAGBILARAN CITY SCIENCE HIGH SCHOOL on a part-time basis effective immediately in addition to your regular teaching load.

You are expected to perform duties and responsibilities attached to your designation and such other related functions as may be assigned.

Duties and Responsibilities:

1. Conducts pre-delivery inspection prior to delivery to determine its compliance with the technical specification;
2. Inspects the delivered goods in accordance with the perfected Purchase Orders/Contracts;
3. Signs the Inspection and Acceptance Report Form (IAR) and recommends payment/non-payment of the supplier/contractor;
4. Conducts post-delivery inspection prior to the issuance of Certificate of Final Acceptance; and
5. Monitors the rectification of defective deliveries.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent