

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 14, 2013

Division Memorandum
No. 448, s. 2013

**GUIDELINES IN THE INSPECTION AND ACCEPTANCE OF THE
DELIVERED GOODS AT THE RECIPIENT SCHOOL**

To: OIC, Assistant Superintendents
Education Supervisors / Coordinators
District Supervisors / OICs
Secondary School Heads

1. Attached is a letter from Mr. Raul C. La Rosa , Director III, National Science Teaching Instrumentation Center pertaining to the project on “ Mass Production and Supply and Delivery of Science and Mathematics Equipment to 23 (twenty –three) Public Secondary Schools in our Division “ with enclosure “ Guidelines In The Inspection and Acceptance of the Delivered Goods at the Recipient Schools.”
2. For information and guidance of all concerned , dissemination and strict compliance with this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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NSTIC-2013- 212

July 30, 2013

THE SCHOOLS DIVISION SUPERINTENDENT

Division of Cebu
Department of Education
Sudlon, Lahug, Cebu City
Region VII

Attn: Division Science Supervisor and Supply Officer

Dear Sir/Madam:

This pertains to the project on "Mass Production and Supply and Delivery of Science and Mathematics Equipment to 442 Public Secondary Schools". the Department of Education through the National Science Teaching Instrumentation Center (NSTIC) will distribute science equipment to 23 (twenty-three) public secondary school(s) in your Division. Copy of the list of recipient school(s) in your Division is hereto attached.

In this connection and pursuant to DepEd Order No. 45 series of 2006, this Office will provide copy of the "Guidelines on Inspection and Acceptance of the Delivered Goods at the Recipient Schools". This contains information and procedures on the different activities related to the delivery, inspection, and receiving of the Goods. It will guide the recipient school authority in complying with the requirements of the delivery. Kindly disseminate the aforesaid guidelines to the recipient school(s) in your Division soonest time possible since the supplier Nikka Trading will tentatively start the delivery in Region VII on August 5 until August 23, 2013. The supplier will provide advance information to the recipient school on the actual date of delivery.

In order to facilitate the inspection and acceptance of the Goods, the school head of the recipient school should designate a School Inspection Team, the composition of which is mentioned in the attached guidelines and invite a Barangay Official or a representative from an NGO to act as the Third Party Monitor that will serve as witness during the inspection and acceptance of the delivered Goods.

Prompt action on this request will be highly appreciated. Thank you

Very truly yours,

A handwritten signature in black ink, appearing to read "Raul C. La Rosa".

RAUL C. LA ROSA
Director III

DepED-NATIONAL SCIENCE TEACHING INSTRUMENTATION CENTER
 MASS PRODUCTION AND SUPPLY AND DELIVERY OF SCIENCE AND MATHEMATICS EQUIPMENT TO 442 PUBLIC SECONDARY SCHOOLS

FY 2010 FUND

REGION VII - Cebu - 23 recipient schools

Item No.	Division Name	LegDist ID	Municipal Name	School ID	School Name	NAT 2nd Year Score 2009-2010	Barangay
1	Cebu	3	ASTURIAS	303097	Santa Lucia NHS	32.00	Manglar
2	Cebu	3	ASTURIAS	312414	Sta. Rita NHS	32.31	Sta Rita
3	Cebu	3	BALAMBAN	302945	Buancy NHS - Cabagdalan Ext.	31.27	Cabagdalan
4	Cebu	3	BALAMBAN	302949	Buancy NHS - Nangka Ext.	31.77	Nangka
5	Cebu	4	BARTAYAN	302938	Bartayan NHS	34.25	T. cad
6	Cebu	5	BORON	303105	Bongdo NHS	29.33	Bongdo
7	Cebu	5	SORBON	303108	Dona Milagros MNHS	30.30	Lugo
8	Cebu	5	CARMEN	312416	Carmen NHS - Caurasan Ext.	26.35	Caurasan
9	Cebu	5	CARMEN	312410	Carmen NHS (Night)	34.51	Cogan West
10	Cebu	5	CATMON	302979	Ceferino Susasco MNHS	29.95	Aguwao
11	Cebu	6	CORDOBA	302955	Cordoba NHS	33.64	DAY-AS
12	Cebu	2	MALABUYOG	303058	Sorsogon NHS	33.44	Sorsogon
13	Cebu	1	MINGLANILLA	302969	Camp 7 NHS	29.43	Camp 7
14	Cebu	1	MINGLANILLA	303118	Tulay NHS	33.77	Tulay
15	Cebu	2	OSLOB	312413	Pungtod NHS	34.19	Pungtod
16	Cebu	5	PILAR	303074	Don Fromento M. Torres MNHS	32.77	Montserrat
17	Cebu	5	PILAR	303031	Lanao NHS - Pilar	34.15	Lanao
18	Cebu	5	PORO	303085	San Jose NHS	27.34	San Jose
19	Cebu	4	SAN REMIGIO	303046	Luyang NHS	34.10	Luyang
20	Cebu	4	SANTA FE	303094	Santa Fe NHS	31.28	Poblacion
21	Cebu	4	TABULAN	303103	Juan Pamplona NHS	34.35	Poblacion
22	Cebu	3	TUBURAN	303059	Monteagle NHS	29.53	Monteagle
23	Cebu	3	TUBURAN	303060	Putat NHS	28.83	Putat



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**GUIDELINES ON THE INSPECTION AND ACCEPTANCE OF THE
 DELIVERED GOODS AT THE RECIPIENT SCHOOLS**
 (Pursuant to DepED Order No. 45, s. 2006)

**PROJECT: MASS PRODUCTION AND SUPPLY AND DELIVERY OF SCIENCE
 AND MATHEMATICS EQUIPMENT TO 442 PUBLIC SECONDARY
 SCHOOLS**

INTRODUCTION

The Department of Education through the National Science Teaching Instrumentation Center will distribute science equipment to 442 public secondary schools nationwide. The package per school is composed of the Basic and Physics-Mechanics Science Equipment. It passed the pre-delivery quality assurance inspection conducted by the **Composite Quality Control Inspection Team (CQCIT)** from NSTIC and DepEd Central Office.

GENERAL INSTRUCTION

The inspected goods were sealed by the inspectors who affixed their signatures on the packaging/sealing tapes. Please, do not receive the goods if the seal is broken or the package is open.

PRE-DELIVERY PREPARATIONS BY THE SUPPLIER:

- The Goods should be packed in a sturdy package that can withstand and protect it in rough and worst condition during delivery including possible exposure to rain and sea breeze.
- Should make sure that complete set of delivery documents are packed in a tightly sealed plastic pouch and placed inside in one of the delivery boxes.
- Prepare five copies each of the Delivery Receipt and the Master Packing List.
- Provide NSTIC with actual delivery schedule at least two months prior to delivery.
- Coordinate with NSTIC on changes in the delivery schedule due to unavoidable circumstances (i.e. natural calamities, peace and order condition).

DELIVERY INSTRUCTIONS FOR THE SUPPLIER

- Delivery shall be done on weekdays (Monday – Friday) only from 8 a.m. to 5 p.m. (except noon break between 12 noon to 1 p.m.). No delivery on Saturdays and Sundays and on non-working holidays except upon agreement between the recipient school authorities and the supplier/forwarder.
- **The Supplier/Forwarder should make sure that the Goods will be delivered to the recipient schools listed in the Contract of this project. No payment will be made for wrong delivery to non-recipient schools.**
- Delivery to recipient schools must follow the delivery schedule.
- Deliver the right quantity of goods as listed in the Contract.
- In case delivery to site could not be done due to armed conflict or calamities (e.g. typhoon, earthquake causing roads impassable), delivery shall be done to the concerned Division Office (DO) or to a nearby high school. Get a certification from the Philippine National Police (PNP) / Municipal / Barangay official / concerned DepED official attesting to these conditions.

[Handwritten signature]

- A temporary delivery receipt may be issued by the supplier/forwarder upon occurrence of the above conditions which shall be received by the concerned Division Office of the actual recipient school(s) or nearby high school for **safekeeping only**. If conditions will improve, Supplier shall proceed with the delivery to the actual recipient school(s).
- The forwarder should make sure that all the documents are properly accomplished and signed by the authorized personnel.
- The forwarder should give complete set of the duly accomplished documents each to the recipient school and division office according to the distribution mentioned below (Documents to be accomplished during delivery). The seventh copy of the IAR shall be given to the Third Party Monitor.

INSPECTION AND ACCEPTANCE PROCEDURE FOR THE SCHOOL INSPECTORATE TEAM (SIT) OF THE RECIPIENT SCHOOL

- The goods that passed the quality control inspection conducted by the Composite Quality Control Inspection Team (CQCIT) will be delivered to the drop-off point, the recipient school.
- The final acceptance of the Goods will be done at the recipient school after passing the onsite inspection to be conducted by the **School Inspectorate Team (SIT)** whose members are designated by the school head.
- Upon arrival of the goods at the recipient school, the SIT together with PTCA or NGO representatives as Third Party Monitors will conduct inventory and inspection to determine the completeness and damage, if any, as a result of the delivery or shipment.
- The SIT will accomplish all the documents that go with the goods and can be found inside the package, retain a copy for school and division records and return the other copies to the forwarder. The recipient school should make sure that the Division Office will be provided one set of the accomplished delivery documents for records purposes.
- To ensure that the correct Goods which passed the inspection conducted by the CQCIT are the ones delivered to the recipient school, the SIT should not accept the goods delivered with broken seal.
- For internal records and in compliance with DepED Order No. 45, series 2006, the recipient school should also accomplish the Acknowledgement Receipt for Equipment (ARE) and the Inventory Custodian Slip (ICS). The forms are attachments to the aforesaid DepED Order.

DOCUMENTS TO BE ACCOMPLISHED DURING DELIVERY

Government Forms/Documents:

- a) Quality Receiver Test Questionnaire (QRTQ) **three (3) copies** - it will document the physical condition of the goods upon arrival at the recipient school. Copy for DepEd Central Office Property Division, NSTIC, and Supplier. This is the document that will manifest any damage and breakage on the science equipment delivered. It will serve as basis for any claim(s) to repair or replace the broken, damaged, defective or missing goods during delivery.
- b) Issue Receipt of Property (IRP) **six (6) copies** - it will document the transfer of property from DepEd Central Office to the recipient school. Copy for Recipient School, Division Office, DepEd Central Office Property Division and COA, NSTIC, and Supplier.

- c) Inspection and Acceptance Report (IAR) **seven (7) copies** – it will document the inspection and acceptance conducted by SIT and will also document the presence of the Third Party Monitor during the conduct of inspection at the school. Copy for Recipient School, Division Office, DepEd Central Office Property Division and COA, NSTIC, Supplier, and the Third Party Monitor.
- d) The signatories of the IAR issued by the DepED Central Office are the members of the School Inspectorate Team composed of the following:

School Inspection Team (SIT)

Inspection Aspect:

- Team Leader who is at least 2nd ranking official of the recipient school
- Two inspectors, one should be a science teacher who is knowledgeable of the delivered goods

Acceptance Aspect:

- Property Officer or Authorized Representative

The School Inspectorate Team should be appointed by the School Head

Third Party Monitors:

- Civil Society/NGO/PTCA/Barangay Official

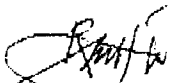
The School Head should facilitate the invitation of the Third Party Monitors and ensure their presence on the delivery schedule

Manufacturer/Supplier's Document:

- a) Five (5) copies of Delivery Receipt (DR); (Copy for Recipient School, Division Office, DepEd Central Office Property Division and COA, and NSTIC)
- b) Five (5) copies of Master Packing List; (Copy for Recipient School, Division Office, DepEd Central Office Property Division and COA, and NSTIC)

STORING THE DELIVERED GOODS

- The storing and safeguarding of the delivered goods will be the responsibility of the recipient school once the full process of site inspection, acceptance, and turn-over are accomplished.
- The recipient school should ensure the security and proper storage of the delivered goods. The storage facility should be free from moisture, contamination of chemicals or its fumes, termites, dust and other elements or conditions that could endanger the delivered goods.


7.24.13
RAUL C. LA ROSA
Director III