



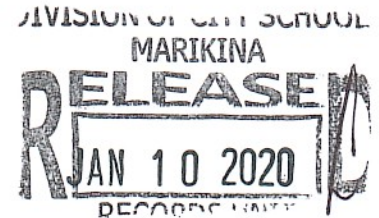
REPUBLIC OF THE PHILIPPINES
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January 8, 2020

DIVISION MEMORANDUM

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and CID
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools



**CONSTITUTION OF THE DIVISION INSPECTORATE TEAM
CONSTRUCTION AND REPAIR OF INFRASTRUCTURES**


The field is hereby informed on the constitution of the Division Inspectorate Team
– Construction and Repair of Infrastructures, as follows:

Chair : (PSDS in-charge of the School)
Vice-Chair : Ivy R. Ruallo
Member : Alberto D. Villamor

Duties and Responsibilities:

1. Attends the pre-construction conference.
2. Obtains a copy of work program from the Division Engineer.
3. Conduct quarterly monitoring / inspection of the work progress based on the work program.
4. Submit progress report to the SDS, copy furnish the Division Engineer for his validation and supervision.
5. Recommends approval of payment for the work completed.
6. Certifies/validates the completeness of the work program.
7. Recommends approval of acceptance of the completed project to the SDS.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent