



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

October 9, 2023

Office Memorandum
No. 398, s. 2023

**REITERATING THE COMPLIANCE TO PROTOCOLS ON CONDUCTING
ACTIVITIES RE: INSPECTION BY THE INSPECTORATE TEAM**

To: ALL PROGRAM HOLDERS
Office of the ASDS
School Governance and Operations Division
Curriculum Implementation Division
Others Concerned

1. This is to inform all concerned that all activities are to be inspected by the inspectorate team by virtue of the procurement processes of our division. In this regard, program holders are hereby reminded and directed to coordinate the conduct of their activities to the inspectorate team chairman a week before the activity commences.
2. This will give time for the inspectorate team to process locator slips and seek approval in accordance to the set timelines, that is, processing of locator slips is five (5) days before the stated usage of the locator slip.
3. Inspection schedules are to be made by the inspectorate chairman and process the necessary office order giving authority to inspectorate members to conduct the inspection especially those activities conducted outside of the division office. The scheduling shall also facilitate the availability of the inspectorate team member for such purpose.
4. Activities not properly coordinated for inspection may not to be signed by the inspectorate team.
5. For compliance and immediate dissemination.

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