



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



Office of the Schools Division Superintendent

October 10, 2023

Office Memorandum
No. 53, s. 2023

**ADDENDUM TO OM No. 398 s. 2023 REITERATING THE COMPLIANCE TO
PROTOCOLS ON CONDUCTING ACTIVITIES RE: CONDUCT OF INSPECTION BY THE
INSPECTORATE TEAM**

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

1. In relation to the request for inspection as stipulated in Office Memorandum No. 398 s. 2023, program holders are hereby directed to use the request for inspection form and submit it to the inspectorate committee chairman for scheduling. Submission of request is five days before the conduct of the activity (OM 398 s. 2023).
2. The request for inspection form is available at the following office,
 - A. Office of the CID Chief through Jay-ar Balahoy, AAVI,
 - B. Public Assistance Desk through the officer of the day, and the
 - C. Office of the Assistant Schools Division Superintendent.
3. An editable form is also available online at <https://rb.gy/xred6> for those who cannot physically avail of the forms onsite.
4. The following are the simple steps in processing the request form.
 - A. Program holder acquires request form for inspection either from the aforesaid offices or online and fill it in.
 - B. Program holder submits the **accomplished request form together with a copy of the approved purchase order** to the Chairman of the inspectorate committee or send through messenger.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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- C. The Chairman of the inspectorate committee shall schedule the inspection based from the stated conduct of the activity in the request form.
- D. The Chairman shall also process the approval of the locator slips and authority to conduct inspections. In cases of inspections to be done outside of Tabuk City, an authority to travel shall be processed instead of the locator slip.
5. Attached is a copy of the request form.
6. For immediate dissemination.

BENEDICTA B. GAMATERO PhD, CESO V
Schools' Division Superintendent

For the authority of the SDS


JAN NOWEL E. PEÑA
Officer-in-Charge

Office of the Assistant Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
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 DepEd Tayo Tabuk City

No.: _____

Schools' Division of Tabuk City
Bulanao Norte, Tabuk City, Kalinga

REQUEST FOR INSPECTION FORM

Activity Title: _____

Activity Code: _____

Copy from the PMIS generated Activity Request

Dates of Implementation: _____

Venue: _____

Requested by _____

Signature over printed name

Position: _____

Date Requested: _____

Received by _____ Date: _____

No.: _____

Schools' Division of Tabuk City
Bulanao Norte, Tabuk City, Kalinga

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