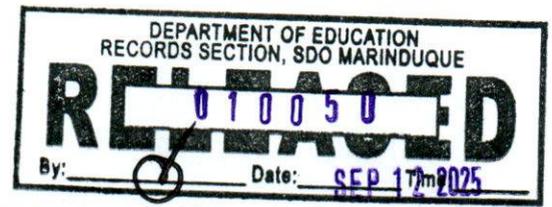




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PSU-2025-002

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF POST-DELIVERY INSPECTION OF LAPTOP COMPUTERS AND SMART TV PACKAGES FOR FY 2025 BY THE REGIONAL INSPECTORATE TEAM TO SCHOOLS**

DATE: September 5, 2025

1. Attached is a copy of Regional Memorandum No. 109, s. 2025 from the Office of Regional Director, Dr. Nicolas T. Capulong, CESO III, titled "**Conduct of Post-Delivery Inspection of Laptops and Smart TV Packages for FY 2025 of the Regional Inspectorate Team (RIT) to Schools of DepED MIMAROPA Region**", for information, guidance, and reference of all concerned.
2. Relative thereto, School Property Custodians of recipient schools are instructed to prepare all perfected documents relevant to the delivery of these learning materials and equipment, to wit:
 - a. Delivery Receipt (DR);
 - b. Inspection and Acceptance Report (IAR);
 - c. Inventory Transfer Report (ITR);
 - d. Inventory Custodian Slip (ICS); and
 - e. Pictures during delivery.
3. Moreover, all concerned school heads are advised to ensure that the abovementioned pertinent documents and information are readily available during the conduct of the activity.
4. For clarifications, please contact Mrs. Ruby M. Tan, Administrative Officer IV, Property and Supply Unit through ruby.tan@deped.gov.ph.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

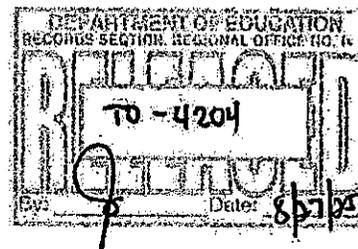
PSU/RMT2025



Address: T. Roque St., Malusak, Boac, Marinduque
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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

August 18, 2025

REGIONAL MEMORANDUM
No. 109, s. 2025

CONDUCT OF POST-DELIVERY INSPECTION OF LAPTOPS AND SMART TV PACKAGES FOR FY 2025 OF THE REGIONAL INSPECTORATE TEAM (RIT) TO SCHOOLS OF DEPED MIMAROPA REGION

**TO : SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISOR - SGOD
DIVISION INSPECTORATE TEAM
SCHOOL INSPECTORATE TEAM
ALL OTHERS CONCERNED**

1. Pursuant to DepEd Order no. 5 s. 2010, or the Guidelines on Inspection of DepEd Deliveries, this mandates the inspectorate team to conduct property inspection of deliveries of equipment, supplies and materials, and infrastructure projects, which is an integral part of, and included in the audit of disbursements of government funds of the Department of Education (DepEd).
2. Further, in accordance with DepEd Order no. 42 s. 2018, or the Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets, the region shall ensure effective, transparent, efficient, and standard implementation of processes and procedures on delivery, inspection, and recording of all deliveries of formed assets.
3. Relative thereto, in pursuit of the Regional Office (RO) to ensure efficient and transparent adherence of suppliers to the standard processes of deliveries, the Regional Inspectorate Team (RIT) of DepEd MIMAROPA region shall conduct random inspection of various procurement and delivery of laptops and SMART TV packages for the FY 2025 computerization program.
4. This initiative shall be conducted depending on the assigned inspectorate team of the region with the date of inspection as reflected in enclosure 1 of this memorandum. The Division Inspectorate Team (DIT) are requested to cooperate and assist in this endeavor.
5. Travel and other incidental expenses of the RIT shall be charged to Regional MOOE, subject to the usual accounting and auditing rules and regulations.
6. The exclusive travel time of the assigned RO personnel that comprises days on weekends and holidays shall be granted with Compensatory Overtime Credit (COC).



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



7. Queries or concerns regarding this activity may be directed to Marissa O. Bucao, Education Program Specialist II, Regional Inspectorate Team Chairperson, via marissa.bucao@deped.gov.ph.
8. Immediate dissemination and compliance with this Memorandum are desired.



NICOLAS T. CAPULONG, Ph.D. CESO III
Director IV
Regional Director



Enclosure 1

LIST OF REGIONAL INSPECTORATE TEAM (RIT) ASSIGNMENT OF TASKS

Schools Division Office	Date	RO Personnel
Calapan City, Oriental Mindoro, & Occidental Mindoro	September 2-6, 2025	Rigor M. Espinar Mark Rey P. Conde Rongie B. Agoring Rey M. Laririt
Romblon	September 9-12, 2025	
Palawan & Puerto Princesa City	September 15-19, 2025	
Marinduque	September 22-26, 2025	

Schedule of Delivery of Smart TV Package for the FY 2025 DEPED Computerization Program (DCP) (ITB2024-003-EPA)

August 14, 2025

Region	Division	School ID	School Name	School Address	Contact Person	Position	Contact Number	Schedule of Delivery
Region IV-B	Marinduque	109865	Agot ES	Agot, Boac, Marinduque	Delallah L. Lagria	Head Teacher I	9270068735	August 3-5,2025
Region IV-B	Marinduque	109871	Hinapulan ES	Hinapulan Elementary School	Vincent L. Maderazo	Head Teacher III	9451705400	August 3-5,2025
Region IV-B	Marinduque	109882	Tanza ES	Tanza, Boac, Marinduque	Cresencia L. Landoy	Head Teacher III	9164358832	August 3-5,2025
Region IV-B	Marinduque	109885	Balagasan ES	Balagasan, Boac Marinduque	Marlon F. Espiritu	Teacher In-Charge	9606877926	August 3-5,2025
Region IV-B	Marinduque	109886	Balaring-Caganhao ES	Caganhao Boac Marinduque	Eisa Q. Lingon	Head Teacher III	9171533922	August 3-5,2025
Region IV-B	Marinduque	109897	Duyay ES	Duyay, Boac, Marinduque	Arline M. Mayo	Principal II	9171462723	August 3-5,2025
Region IV-B	Marinduque	109909	Caigangan ES	Caigangan, Buenavista,Marinduque	Adelaida M. Saguid	Principal II	9171477041	August 3-5,2025
Region IV-B	Marinduque	109911	Daykitin ES	Daykitin, Buenavista, Marinduque	Francisco Quindoza	Principal I	9617454075	August 3-5,2025
Region IV-B	Marinduque	109916	Sihi Elementary School	Sihi, Buenavista Marinduque	Vanneza F. Morgado	Principal I	9605533074	August 3-5,2025
Region IV-B	Marinduque	109921	Bachao Elementary School	Bachao Ilaya, Gasan,Marinduque	Jhoan S. Mandita	Principal I	9565741980	August 3-5,2025
Region IV-B	Marinduque	109935	Tabionan Elementary School	Tabionan,Gasan, Marinduque	Mildred S. Madriaga	Head Teacher I	9614074563	August 3-5,2025
Region IV-B	Marinduque	109939	Balanacan ES	Balanacan, Mogpog, Marinduque	Garry R. Monteagudo	Principal III	9092988771	August 3-5,2025
Region IV-B	Marinduque	109954	Paye ES	Paye, Mogpog, Marinduque	Marife L. Maano	Principal I	9176367321	August 3-5,2025
Region IV-B	Marinduque	109956	Puting Buhangin ES	Puting Buhangin, Mogpog	George V. Marciano	Head Teacher I	9060219299	August 3-5,2025
Region IV-B	Marinduque	109962	Banogbog ES	Banogbog, Santa Cruz,Marinduque	Rosemarie P. Palermo	Principal I	9955476798	August 3-5,2025
Region IV-B	Marinduque	109983	Botilao ES	Botilao,Santa Cruz , Marinduque	Enrico M. Mercene	Head Teacher III	9352342452	August 3-5,2025
Region IV-B	Marinduque	110000	Labo ES	Labo, Santa Cruz Marinduque	Analiza R. Paulin	Head Teacher III	9685249758	August 3-5,2025
Region IV-B	Marinduque	110013	Bayakbakin Elementary School	Bayakbakin, Torrijos, Marinduque	Rosa Lea R. Santelices	Teacher In-Charge	9398270705	August 3-5,2025
Region IV-B	Marinduque	110019	Dampulan ES	Dampulan, Torrijos, Marinduque	Marlon S. Valenzuela	Principal I	9467220820	August 3-5,2025
Region IV-B	Marinduque	110023	Malibago ES	Malibago, Torrijos, Marinduque	Norman P. Romasanta	Principal II	9260291296	August 3-5,2025
Region IV-B	Marinduque	110028	Nangka Elementary School	Nangka, Torrijos, Marinduque	Joseph L. Regis	Principal I	9605498057	August 3-5,2025
Region IV-B	Marinduque	110032	Sibuyao ES	Sibuyao Torrijos Marinduque	Grace V. Cabral	Head Teacher III	9481063979	August 3-5,2025
Region IV-B	Marinduque	169003	Libjo Elementary School	Libjo, Santa Cruz, Marinduque	Rafael John G. Jao	Head Teacher I	9474107703	August 3-5,2025

