



RELEASED
009730

By:  Date: July 30, 2026 Time: _____

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

OSDS-PSS-2026-001

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Section and Unit Heads
Program Owners/Project Implementers
All Others Concerned

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

SUBJECT: **COMPLIANCE WITH DEPED ORDER NO. 41, S. 2021 AND COA CIRCULAR NO. 2012-001 ON THE INSPECTION, ACCEPTANCE, AND DOCUMENTARY REQUIREMENTS FOR THE PROCUREMENT OF GOODS AND SERVICES IN THE SCHOOLS DIVISION OFFICE**

DATE: July 27, 2026

1. To ensure compliance with existing government delivery, inspection, and acceptance rules and regulations, all Program Owners, Project Implementers, and other concerned personnel are hereby directed to strictly observe the provisions of DepEd Order No. 41, s. 2021, titled "Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education," and COA Circular No. 2012-001, entitled "Revised Guidelines and Documentary Requirements for Common Government Transactions," particularly with respect to the procurement of goods and services.
2. All procurement activities undertaken by the Schools Division Office shall adhere to the prescribed inspection and acceptance protocols and documentary requirements before payment and liquidation. Program Owners shall ensure that all deliveries of goods and services are properly coordinated with the Property and Supply Section to facilitate compliance with applicable laws, rules, and regulations.
3. To ensure uniform implementation, the following guidelines shall be observed:
 - 3.1. Delivery of Goods
 - a. All procured goods shall be delivered to the Property and Supply Section for proper inspection and acceptance.

b. All delivered goods shall undergo the prescribed inspection and acceptance procedures by the authorized Inspection and Acceptance Committee or Inspectorate Team before release to the requesting office or end-user.

c. No goods shall be delivered directly to the end-user or requesting office. Direct delivery to the end-user shall not be allowed to ensure that proper inspection and acceptance procedures have been completed in accordance with DepEd Order No. 41, s. 2021.

3.2. Procurement of Meals, Venue, and Accommodation

For procurement involving meals, venue, accommodation, and other related services where the delivery or provision of services is coordinated directly by the Program Owner, the following documents shall be submitted to the Property and Supply Section immediately after the conduct of the activity:

- a. Delivery Receipt duly signed by the Program Owner acknowledging receipt of the services rendered;
- b. Billing Statement issued by the caterer, hotel, venue, or supplier, as applicable;
- c. Meal Attendance Sheet using the prescribed form, for meals;
- d. Room Accommodation List using the prescribed form, for accommodation;
- e. Attendance Sheet of participants, for venue;
- f. Acknowledgment Receipt for training supplies, advocacy materials, or other distributed items, using the prescribed form; and
- g. Such other supporting documents as may be required under existing COA, DepEd, accounting, procurement, and auditing regulations.

The above documents shall serve as the basis for inspection, acceptance, and payment processing.

4. Program Owners shall ensure that all required supporting documents are complete, accurate, and submitted promptly. No payment shall be processed unless the required inspection, acceptance, and supporting documents have been duly accomplished and submitted in accordance with existing policies.

5. Attached as enclosures are the prescribed forms for (1) Meal Attendance, (2) Room Accommodation, (3) Attendance Sheet, and (3) Acknowledgment Receipt of Supplies/Training Kits/Advocacy Materials.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

/OSDS-PSS-RMT



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Title of Activity: _____
Venue: _____
Date: _____

ATTENDANCE SHEET

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	DAY 1	DAY 2	DAY 3
1.			@depd.gov.ph			
2.			@depd.gov.ph			
3.			@depd.gov.ph			
4.			@depd.gov.ph			
5.			@depd.gov.ph			
6.			@depd.gov.ph			



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@depd.gov.ph
Website: <https://depdmarinduque.com>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Title of Activity: _____
Venue: _____
Date: _____

ACKNOWLEDGMENT SHEET (ADVOCACY MATERIAL)

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	SIGNATURE
1.			@deped.gov.ph	
2.			@deped.gov.ph	
3.			@deped.gov.ph	
4.			@deped.gov.ph	
5.			@deped.gov.ph	



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

Doc. Ref. Code	PAWIM-F-000	Rev	00
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Title of Activity: _____
Venue: _____
Date: _____

ACKNOWLEDGMENT SHEET (TRAINING KIT)

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	SIGNATURE
1.			@depd.gov.ph	
2.			@depd.gov.ph	
3.			@depd.gov.ph	
4.			@depd.gov.ph	
5.			@depd.gov.ph	



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@depd.gov.ph
Website: <https://depdmarinduque.com>

Doc. Ref. Code	PAWIM-F-000	Rev	00
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Title of Activity: _____

Venue: _____

Date: _____

ACCOMMODATION SHEET

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	CHECK IN February 10, 2026	CHECK OUT February 13, 2026
1			@depd.gov.ph		
2			@depd.gov.ph		
3			@depd.gov.ph		
4			@depd.gov.ph		
5			@depd.gov.ph		



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@depd.gov.ph
Website: <https://depdmarinduque.com>

Doc. Ref. Code	PAWIM-F-000	Rev	00
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Title of Activity: _____
Venue: _____
Date: _____

MEAL ATTENDANCE SHEET

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	DAY 1	DAY 2	DAY 3
1.			@depd.gov.ph			
2.			@depd.gov.ph			
3.			@depd.gov.ph			
4.			@depd.gov.ph			
5.			@depd.gov.ph			
6.			@depd.gov.ph			



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@depd.gov.ph
Website: <https://depdmarinduque.com>

Doc. Ref. Code	PAWIM-F-000	Rev	00
Effectivity		Page	1 of 1