



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **085**, s. 2026

0 5 FEB 2026

**GUIDELINES ON THE REMOTE INSPECTION AND ACCEPTANCE OF GOODS
AND SERVICES PROCURED BY SCHOOLS (NON-IMPLEMENTING UNITS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary School Heads
School Supply Officers
Concerned Secondary School Head
All Others Concerned

1. In line with Division Memorandum No. 399, s. 2025, titled "Reiteration on the Compliance to Signing Authorities in DepEd Order No. 001, s. 2023," dated June 25, 2025, and as an administrative measure to facilitate inspection while optimizing time and resources, the Division Inspectorate Team (DIT) and the Asset Management Unit (AMU) shall adopt remote inspection and acceptance of goods and services procured by schools classified as Non-Implementing Units.
2. The School Supply Officers shall facilitate the said inspection by sending a request for inspection via e-mail to depedbatacinspectioncommittee@gmail.com.
3. The e-mail shall contain the following:
 - a. Project Category
 - Learning Materials, Supplementary Learning Resources, Printing Projects and LTE for TVL and SME
 - Food and Medicines, Dental Tools and Supplies and Other Health Supplies
 - Sports-Related Goods and Equipment
 - Training/Seminar Kits and Accommodation and Venue Rental
 - Furniture and Related Goods
 - DCP Packages IT-Related Goods and Internet Services
 - DRRM Supplies and Materials
 - Service Vehicles
 - Security, Janitorial, Office, Construction, and Other General Supplies, Materials, Equipment, and Related Services
 - b. Purchase Order (PO)
 - c. Delivery Documents (any of the following)
 - Delivery Receipt (DR)
 - Sales Invoice (SI)
 - Charge Invoice (CI)
 - Billing Statement
 - Statement of Account (SOA)
 - Or other equivalent documents



DepEd Batac City



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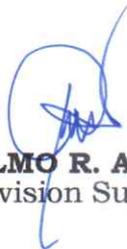
d. Photos of items to be inspected (one kind of item per photo) or a video, in cases of repair

4. A response e-mail shall be sent to the requestor and shall be attached to the Inspection and Acceptance Report (IAR) as proof of inspection and as basis for signing.

5. In cases of technical difficulties experienced by either the inspectors or the requesting school, including but not limited to unstable internet connection, limited access to digital devices, or system-related issues that may hinder the conduct of remote inspection, the Division Inspectorate Team (DIT) and the Asset Management Unit (AMU) may require the use of a different online platform or the submission of alternative verification documents, as may be deemed appropriate.

6. The DIT and AMU reserve the right to conduct on-site inspections when deemed necessary and when remote inspection is not applicable.

7. This Memorandum shall take effect immediately and shall serve as guidance to all concerned.


ANSELMO R. ALUDINO
Schools Division Superintendent

Enclosure: None
Reference: None
To be included in the Perpetual Index
Under the following subject:

INSPECTION
DIVISION INSPECTION TEAM

ADO/26002 Reconstitution of the Division Inspectorate Team