



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Cagayan de Oro City



October 14, 2016


DIVISION MEMORANDUM

No. 474, s. 2016

TO : Public Schools District Supervisors
All School Heads
All School Property Custodians
All School Inspectors
All Others Concerned

Subject: UPDATED LIST OF AUTHORIZED INSPECTION AND RECEIVING PERSONNEL

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1. Relative to the letter from the Bureau of Learning Resources (Attachment 1), this Office directs all schools to update the authorized inspection and receiving personnel. A template is enclosed and shall be duly accomplished (Attachment 2).
 2. The authorized signatories in the Inspection and Acceptance Report shall be included in a database created by DepEd Central Office-BLR.
 3. Deadline of submission is on October 21, 2016.
 4. For immediate compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent 

CLL/egpc

Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL

(Name of School)

List of Authorized Inspection and Receiving Personnel

Name	Designation	First Signature	Second Signature	Mobile Number
<i>AUTHORIZED RECEIVING PERSONNEL</i>				
	School Head			
	School/District Property Custodian/ Supply Officer			
	Alternate School Personnel			
<i>AUTHORIZED INSPECTION PERSONNEL</i>				
	Chairman, Inspectorate Team			
	Member, Inspectorate Team			
	Alternate School Personnel			

- Signature must be the same



Department of Education
BUREAU OF LEARNING RESOURCES
 Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City
 *imesetd@yahoo.com * imes@deped.gov.ph * depedblr@gmail.com
 6341054 * 6341072 * 6319294 * 6340901



Office of the Director

July 25, 2016

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SUPT. CHERRY MAE L. LIMBACO
 Schools Division Superintendent
 Department of Education
 Division of Misamis Oriental
 Cagayan de Oro City

Dear Supt. Limbaco:

The Bureau of Learning Resources (BLR) is developing a database for all the district and high school custodians who are authorized to receive deliveries of learning resources and other instructional materials procured by the Department of Education- Central Office (DepEd-CO).

In line with this, we would like to request for the list of the newly designated custodians in your division who will be the authorized signatories in the Inspection and Acceptance Report (IAR). The IAR is very important as basis for the processing of payments of the contracted suppliers.

For division offices with no district offices due to the rationalization plan, we would also appreciate if you could provide us with your preferred delivery sites for elementary learning resources (e.g. Central School). This is to facilitate delivery and ensure that the learning resources are delivered to sites that are accessible to all recipient schools.

For any queries and clarifications, you may email us at blr.lrp@deped.gov.ph or contact Mr. Benjamin Caburnay and Ms. Sionee Barrera at telephone nos. (02) 631-49-85/ (02) 634-09-01.

Thank you for your usual assistance and cooperation.

Very truly yours,


EDEL B. CARAG
 Director III
 OIC, Director IV