



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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August 22, 2024

DIVISION MEMORANDUM  
NO. 550, s. 2024

**INSPECTION AND ACCEPTANCE PROTOCOLS FOR THE PROCUREMENT  
OF GOODS IN THE DEPARTMENT OF EDUCATION-PARTICULARLY ON  
PRODUCTS FOR SCHOOL BASED FEEDING PROGRAM  
IMPLEMENTATION**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
District/School Property Custodians  
School Inspection Officers  
All Others Concerned

1. Pursuant to DepEd Order No. 041, s. 2021 subject Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education dated September 29, 2021. This policy aims to set standards, consolidate and update the existing rules and procedures of the Department relative to the inspection and acceptance of goods in line with the principles of streamlined procurement process stated in Republic Act No. 9184 or the Government Procurement Reform Act.

2. Enclosure to the above DepEd Order bullet number 5. For Inspection and Acceptance at the delivery site:

i. Upon delivery, the School/District Property Custodian or Supply Officer shall sign the DR from the supplier and forward the same to the School Inspectorate Team (SIT) for the inspection of goods.

ii. The SIT shall then conduct inspection of the delivered goods as to physical form or condition and quantity. The SIT shall prepare and sign the Inspectorate Report and recommend the acceptance of the items to the District/School Property Custodian.

iii. The District/School Property Custodian shall prepare and sign the Acceptance Report.



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3. Moreover, to the above procedures, Government Accounting Manual (GAM) Volume II Accounting Books, Registries, Records, Forms and Reports.

The Inspection Officer/Committee shall sign, specify the date of inspection, and put a check “✓” mark the “Inspection” portion of the IAR, indicating that he/she has inspected, verified and found in order the items delivered as to quantity and specifications.

The Supply and/or Property Custodian shall acknowledge receipt of the items by indicating in the “Acceptance” portion of the IAR, his/her name, signature, date of acceptance, and a check “✓” mark whether the delivery is complete or partial as to quantity (specify quantity received, if partial).

4. Based on the above guidelines and procedures, upon confirmation on Delivery Receipt (DR) and Inspection and Acceptance Report (IAR). **The Office will not grant justification or re-consideration declaring shortage and lacking items.**

5. For damaged/spoiled SBFP products kindly report to the Office **two (2) days** upon receipt of the items subject to replacement by the supplier using buffer stocks or on the next delivery. Following documents shall be submitted.

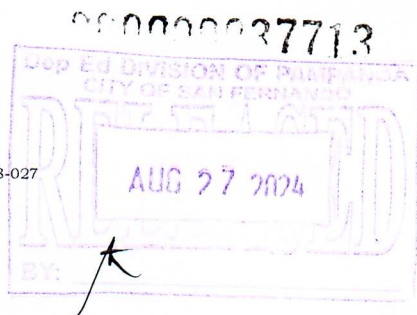
- a. Summary Report of District Custodian for damage/ spoiled products
- b. Incident Report
- c. Pictures/Mov’s of damaged/ spoiled products
- d. Inspection and Acceptance Report (District and School)

6. Kindly refer also to DepEd Order No. 41 s. 2021 and DepEd Order No. 4 s. 2024 for the inspection and acceptance protocol of the Department.

7. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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