



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

DIVISION ADVISORY No. 216, s. 2022

May 31, 2022

To : Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All others concerned

Attention : District Property Custodian and LR Coordinator

1. In order to fast tract the distribution of the delivered printing materials in the District Offices and Secondary Schools, the inspection of the said items is hereby delegated to the **District Property Custodian, LR Coordinator** and **a Teacher in the Central School**.
2. An inspection report should be submitted to the Division Office c/o **Office of the OIC-AO V (Kenneth Anocha)**, a day after the conduct of inspection.
3. Template for the Inspection Report is included in the Enclosure.
4. Immediate dissemination of and compliance with this Advisory is desired.


SALVADOR O. OCHAVO JR., EdD, CESO V
Schools Division Superintendent

MAY 31 2022

osds/admin



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph

PRE-DELIVERY INSPECTION REPORT

Supplier				
Project:		Procurement and Delivery of Printing Materials for Quarter 4		
Contract No:				
Inspection Order Red. No. & Date			Date of Inspection:	
Inspection Technique: By Item (100%) By Sampling Sampling Type (random or interval): _____ ; Sample Size AQL (in percentage): _____ : _____				
Item No.	Item Description	Unit	Quantity	Remarks
	Bond Paper 2.10 x 297 mm (A4) 10 GSM			
	Epson 003-Genuine/Authentic (black, yellow, megenta and cyan)			
Notes if any:				
Inspectorate Team (Signature Over Printed Name)				
_____ Team Leader		_____ Representative, Accounting Division/Section/Unit		
_____ Representative, Asset Management Division/Section/Property Supply Office		_____ Representative, End-User Unit		
_____ District Property Custodian		_____ District LR Coordinator		
_____ Teacher in the Central School				