



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



May 29, 2025

DIVISION MEMORANDUM

No. 289 s. 2025

**REMINDER ON THE ADDITIONAL REQUIREMENT ON THE DELIVERY
OF GOODS BY THE COMMISSION ON AUDIT (COA) STATE AUDITOR II
ASSIGNED IN THE DIVISION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Non- IUs Elementary and Secondary School Principals/TICs
Administrative Officers II/Property Custodians
School Inspectorate Team
All Others Concerned

1. To ensure that the inspection and acceptance of goods are carried out in accordance with government procurement rules and regulations and relevant accounting and auditing requirements, all concerned are reminded of the attachment of photo documentation relative to the delivery, inspection, and acceptance of goods in schools and division office as requested by the Commission on Audit (COA) State Auditor II.

2. In view of the above additional requirement, the school Administrative Officers II and school inspectorate team members are hereby reminded to take photo documentation during delivery, inspection, and acceptance of goods with the following considerations:

- 2.1 The School Inspectorate Team shall inspect the items and the detailed technical specifications and quantity as indicated in the contract or purchase order;
- 2.2 The photograph should contain a clear and readable printed label containing the following:
 - Purchase Order Number (PO No.)
 - Date
 - Name of the Supplier
 - Activity
 - Amount
- 2.3 The photograph shall be with time stamp; and
- 2.4 Editing of photographs is strictly prohibited.



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3. Anent this, there shall be a conference of the School Inspectorate Team members on June 4, 2025 at 1 o'clock in the afternoon, Conference Hall, Training Center. Participants are requested to bring their school designation.
4. Expenses relative to the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. For widest dissemination.

PETER J. GALIMBA
Assistant School Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the SDS:


MARITES C. CAPILITAN, PhD
OIC- Assistant Schools Division Superintendent
In-charge of the Division

Enclosure : None
Reference : None

Miano/OSDS
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