



APR 27 2010

DepEd MEMORANDUM
No. **184**, s. 2010

ORIENTATION ON THE PROCEDURES OF INSPECTION AND ACCEPTANCE
OF SCIENCE EQUIPMENT AND CONSUMABLES

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The National Science Teaching Instrumentation Center (NSTIC) will conduct a two (2) – day Orientation on the Procedures of Inspection and Acceptance of Science Equipment and Consumables for the recipient schools. The tentative schedules and venues of the orientation are as follows:

Batches	Regions	Dates	Venues
A	II	May 4-5, 2010	RELC Region II
B	I, CAR	May 13-14, 2010	RELC Region I
C	III, IV-CALABARZON	May 18-19, 2010	DAP Tagaytay
D	IV-MIMAROPA, V, NCR	May 20-21, 2010	DAP Tagaytay
E	VI, VII, VIII	May 25-26, 2010	ECOTECH, Cebu City
F	IX, ARMM	June 1-2, 2010	RELC Region IX
G	X, Caraga	June 8-9, 2010	RELC Region X
H	XI, XII	June 15-16, 2010,	RELC Region XI


2. This orientation aims to make the delivery, inspection and receiving of science equipment and consumables systematic, well-coordinated, efficient, and free from damages and breakages. Specifically, the objectives of this orientation are to:

- familiarize the participants with the procedures in the conduct of onsite inspection and acceptance;
- enable them to correctly accomplish the required documents to make the project well documented and to ensure that all the concerned offices will be provided a copy;
- familiarize the participants on the use of science equipment received;
- make them aware of their specific duties and responsibilities as school heads, members of the school inspectorate team, property officers and third party monitors; and
- inform the participants on other information related to the project.

3. The participants to this activity are the following: (a) School Head of the recipient school; (b) one (1)–School Property Officer; (c) Division Science Supervisor; and (d) Regional Science Supervisor. Each of the 436 recipient schools will receive science equipment for Integrated Science, Biology, Chemistry and Physics. Another thirty five (35) recipient schools will receive a set of Basic Science Equipment.



5. The NSTIC will announce the final schedule and venue in a separate communication to the Regional Directors and Schools Division/City Superintendents.
6. Food, board and lodging of the participants, training materials, consumables and other related expenses will be chargeable against Human Resource Training and Development (HRTD) Funds allocated to NSTIC training programs.
7. Travel expenses and per diem of the participants will be charged to local funds subject to the usual accounting and auditing rules and regulations while the travel expenses, per diem and honoraria of the facilitators, resource persons and training staff will be based on the prevailing rate as per DBM Budget Circular No. 2007-1 dated April 23, 2007, National Budget Circular No. 2007-510 and Budget Circular No. 2007-2.
8. All participants are expected to be at the venue before the opening program. First meal will be dinner of Day 0 and last meal will be dinner of Day 2.
9. The NSTIC facilitators and training staff are authorized to travel a day before the start of the activity to make the necessary preparations and a day after for accounting and clearing purposes. Meals will be served during the duration of their stay.
10. The Schools Division/City Superintendents are directed to send their participants to the aforesaid orientation.
11. For more information, please contact the DepEd-NSTIC at ECOTECH Compound, Sudlon, Lahug, Cebu City at tel. nos.: (032) 255-3633 to 35; fax no.: (032) 255-3005; mobile phone no.: 0906-2338-659; e-mail addresses: depednstic@yahoo.com, director@nstic.net.ph or research@nstic.net.ph and look for Mr. Marvin S. Maquilas or Ms. Guada Fe Velmonte or Engineer Raul C. La Rosa, Director III.
12. Immediate and wide dissemination of this Memorandum is desired.


MONA D. VALISNO,
Secretary *fy*

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

EQUIPMENT
SCHOOLS
SCIENCE EDUCATION
TRAINING PROGRAMS