



Republic of the Philippines
Department of Education



Office of the Secretary


NOV 24 2006

DepED ORDER
No. 45, s. 2006

GUIDELINES ON DELIVERY, INSPECTION AND ACCEPTANCE
AND RECORDING OF ALL PROPERTIES PROCURED
BY DEPED CENTRAL OFFICE AND DBM
PROCUREMENT SERVICE

To: Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. The Property Division of the Department of Education (DepED) Central Office (CO) has developed guidelines on delivery, inspection, acceptance and recording of all properties procured by DepED-Central Office and the Department of Budget and Management Procurement Service (DBM-PS) to ensure effective, transparent, efficient and uniform implementation of processes and procedures.
2. Regional/Division Offices and schools are enjoined to follow these guidelines for uniformity in the preparation of reports and in maintaining books of account.
3. For inquiries and/or clarifications relative to the enclosed guidelines, please write the Property Division, Administrative Service, DepED Complex, Meralco Avenue, Pasig City or call at tel. nos. 635-0551 and 633-7217. These guidelines can also be downloaded at DepED website: www.deped.gov.ph.
4. All previous policies and issuances inconsistent with the enclosed guidelines are hereby rescinded or modified accordingly.
5. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl.: As stated
Reference: None
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

POLICY

PROCUREMENT

REPORTS

Encl.:

As stated

Reference:

None

Allotment: 1- -(D.O. 50-97)

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

POLICY
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REPORTS

Reformatted by: Maricar/DO-Guidelines of Delivery..
11-03-06

(Enclosure to DepED Order No. 45, s. 2006)

***GUIDELINES ON DELIVERY, INSPECTION, ACCEPTANCE AND RECORDING
OF ALL PROPERTIES PROCURED BY DepED- CENTRAL OFFICE AND DBM
PROCUREMENT SERVICE***

The following guidelines are issued to ensure effective and efficient delivery, inspection, acceptance, and recording of all deliveries procured by DepED Central Office (DepED-CO) and Department of Budget and Management-Procurement Service:

DepED - Central Office

- The Implementing Office shall provide the allocation list, description of items to be delivered and delivery schedule to the Regional Office, Division Office and various Recipient Schools.
- The Implementing Office together with the representatives from Property Division and Inspectorate Team shall conduct pre-delivery inspections at the warehouse/plants of the winning suppliers to ensure quality of the goods before delivery/distribution to the various recipient schools.
- The Property Division shall monitor and receive Regional Consolidated Reports using Property Form No. 3.
- The Accounting Division shall monitor and receive copy of Journal Entry Voucher (JEV) consolidated by the Regional Office.
- The Implementing Office and the Property Division may conduct random inspection at the recipient schools to validate deliveries.
- The Property and Accounting Divisions shall reconcile the reports submitted by the Regional Offices and drop the accounts from the Central Office.

Regional Offices

- The Regional Supply Officer ensures dissemination of information to division offices, districts and recipient schools.
- The Regional Supply Officer receives reports on deliveries submitted by the Division Supply Officers and consolidates these by using Property Form 3 (attached).

- The Regional Accountant receives and consolidates the Journal Entry Voucher (JEV) prepared by the Division Accountants.
- The Regional Supply Officer and Accountants submit a copy of the consolidated reports to the Property Division and Accounting Division of the Central Office, respectively.

Division Office

- The Schools Division Superintendent (SDS), through the Division Supply Officer, ensures massive dissemination of the allocation list and the delivery schedule to the districts and recipient schools.
- The Division Supply Officer receives and consolidates delivery receipts (DRs) and Inspection and Acceptance Report (IARs) submitted by elementary and secondary schools using Property Form 2. The consolidated report shall be forwarded to the Regional Supply Officer.
- The Division Supply Officer shall furnish copy of delivery receipt (DRs) and inspection and acceptance report (IARs) to the Division Accountant.
- The Division Accountant shall prepare and consolidate the journal entry voucher (JEV) based on the DRs and IARs furnished by the Division Supply Officer and JEV submitted by the secondary schools.

Recipient Schools

- The School Head/Principal shall constitute an Inspection Committee on School Level to inspect and validate deliveries. The Committee should consist of two (2) School Personnel and one (1) representative coming from PTCA/NGO.
- The Property Custodian shall receive all the deliveries and signs the delivery receipt (DR) if the goods are in accordance with the Contract or Purchase Order (PO). If not, he may reject the deliveries until the supplier complies with the end-users specifications.
- The Property Custodian shall prepare the Inspection and Acceptance Report (IAR) and forwards the documents to the School Inspection Committee. In the case of textbooks, refer to DepED Memorandum 311, series 2006.

- The Property Custodian signs the IAR based on the recommendation of the School Inspection Committee to indicate acceptance of the goods.
- The Property Custodian gives the original copy of the DR and IAR to the Supplier.
- The Property Custodian submits to the Division Supply Officer a report of the deliveries using Property Form 1, together with the Division copy of the DRs and IARs.
- In the case of secondary schools, the same procedure is followed except that upon acceptance of deliveries the Property Custodian submits copies of the DRs and IARs to the schools Accounting Unit for booking up. The school's Accountant also submits copies of the DRs, IARs, and JEV to the Division Supply Officer and Accountant for consolidation.
- The Property Custodian prepares an Inventory Custodian Slip (ICS) for inventory items and Acknowledgement Receipt for Equipment (ARE) for Property, Plant and Equipment upon issuance to accountable officer.

Annexes:

Property Form No. 1 -	Report on Delivery to be prepared by Recipient Schools
Property Form No. 2 -	Consolidated Report to be prepared by Division Supply Officer
Property Form No. 3 -	Consolidated Report to be prepared by Regional Supply Officer
IAR Form -	Inspection and Acceptance Report
ICS Form -	Inventory Custodian Slip
ARE Form -	Acknowledgement Receipt for Equipment

DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Ave. Pasig City

CONSOLIDATED REPORT ON DELIVERIES OF
 for Period _____

Note: This form shall be prepared
 by the Division Supply

DepEd Regional Office _____
 Division of _____

Name of School/ District	Supplier	Quantity		Description	D.R. No.	IAR No.	Date Received	Unit Cost	Total Cost	Remarks
		Qty.	Unit							

Prepared by: _____
 Division Supply Officer

Certified Correct by: _____
 School Division Superintendent

Date _____

Date _____

NOTE: THIS REPORT SHALL BE SUBMITTED TO THE REGIONAL OFFICE UPON COMPLETION OF THE REPORTS SUBMITTED BY THE PROPERTY CUSTODIAN IN THE SCHOOL SUPPORTED BY COPIES OF THE DELIVERY RECEIPTS AND INSPECTION AND ACCEPTANCE REPORT.

INVENTORY CUSTODIAN SLIP
DEPARTMENT / AGENCY/SCHOOL _____

ICS No. _____

Qty.	Unit	Description	Inventory Item No.	Unit cost

Received by :

Signature Over Printed Name

Position/Office

Date

Received from:

Signature Over Printed Name

Position/Office

Date