



Republic of the Philippines
Department of Education
CARAGA REGION



SEPT. 10, 2025

REGIONAL MEMORANDUM

No. 0953, s. 2025

To: Schools Division Superintendents
All Others Concerned

**DIRECTIVE TO CONDUCT ACTUAL INSPECTION
OF DELIVERIES FROM AP & S PRINTSHOPPE**

1. This memorandum directs the Regional Inspection Committee to immediately conduct an actual physical inspection of all deliveries from AP & S Printshoppe.
2. The purpose of this inspection is to ensure that all delivered items strictly comply with the specifications, quantity, and quality standards outlined in the procurement contract.
3. The inspection shall be conducted in accordance with the schedule below.

Members of the Inspection Team	Division	Dates of Inspection
Maripaz F. Magno Jonathan F. Garzon Jonalyn J. Abella Division LR Coordinator	Agusan del Norte Agusan del Sur Butuan City Cabadbaran City	September 8 – 11, 2025
Jeanne Francis K. Tatad Glenn P. Aspe Maria Theresa M. Golosino Division LR Coordinator	Bayugan City Bislig City Surigao del Sur Tandag City	September 8 – 11, 2025
Junnah B. Tiu Alexander Xavier M. Pag-Ong Winston C. Eben Division LR Coordinator	Dinagat Siargao Surigao City Surigao del Norte	September 8 – 12, 2025
Note: The members of the Regional Inspection Team may be assigned to conduct inspections in other Schools Division Offices as needed.		

4. A comprehensive inspection report, detailing findings, discrepancies (if any), and recommendations, must be submitted to this office within three working days upon completion of the inspection.

5. The travel expenses, accommodation, and per diem of the Regional personnel conducting this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is highly desired.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl: None

Reference: None

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

COMMITTEES

INSPECTION

LEARNERS

LEARNING RESOURCE

ASD/zfb
09/05/2025