



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM

No. 281 s. 2006

**DELIVERY, INSPECTION, ACCEPTANCE AND DISTRIBUTION GUIDELINES FOR
MADRASAH TEXTBOOKS IN ARABIC LANGUAGE AND ISLAMIC VALUES**

**To: Regional Secretary, DepED ARMM
Bureau Directors
Regional Directors
Directors of Services/Centers and Head of Units
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Other Concerned**

1. This pertains to the guidelines on the delivery, inspection, acceptance and distribution of madrasah textbooks donated by UNICEF and World Islamic Call Society (WICS), a Libyan-based International Organization.
2. The madrasah textbooks were developed by various representatives from the Bureau of Elementary (BEE) and a selected group of muslim experts through the management of SEAMEO INNOTECH, as service provider. The funds for the development of the textbooks were provided under a grant from TEEP/WB. WICS conducted a public bidding for these and later donated the printed instructional materials to the Philippine Government through the Department of Education.
3. These madrasah textbooks will be delivered to DepED Division Offices in accordance with the attached distribution list.
4. The enclosed guidelines and forms are hereby issued to guide DepED Offices on the proper delivery, inspection, acceptance and distribution of madrasah textbooks.
5. DepED Central Office through the Office of Undersecretary Boransing and the Property Division will closely monitor the deliveries to division offices.
6. For any query or clarification regarding this Memorandum, please contract the Office of Undersecretary Manaros Boransing at 633-72-07 and 637-42-11.
7. Wide and immediate dissemination of this memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer in Charge

DELIVERY, INSPECTION, ACCEPTANCE AND DISTRIBUTION GUIDELINES

These guidelines are issued to ensure effective delivery, inspection, acceptance and distribution of madrasah textbooks donated by UNICEF and WICS. The goods will be directly delivered to the various DepED Division offices to be distributed to schools with substantial number of muslim pupils. The DepED Inspectorate Team inspected the goods to the warehouse of the winning printer before delivery.

1. Undertakings of Central Office (CO)

- 1.1 The CO, through the Office of Undersecretary Manaros Boransing shall provide the Division Office (DO) copies of the delivery schedule and the distribution list. Likewise, the Property Division of the Central Office will inform the division supply officers of the delivery schedule and the goods that they will be receiving.
- 1.2 The CO through IMCS, Property Division and representative from the Office of Undersecretary Boransing will do the pre-delivery inspections at the premises of the printer.
- 1.3 The Office of Usec. Boransing shall monitor and validate at random the delivery of the goods and promptly report discrepancies to the Printer and Division Office.
- 1.4 The Office of Usec. Boransing/Property Division shall facilitate and follow-up issuance of Inspection and Acceptance Report confirming delivered goods and use the IAR to appraise contract compliance, processing and releasing of payment to Supplier.
- 1.5 The Office of Usec. Boransing/Property Division shall accept the documents submitted by the Supplier like Delivery Receipt, IAR and copy of Inventory Custodian Slip duly signed by the Principal and the Division Supply Officer for processing of payment. Rejected textbooks shall not be paid unless replaced by the Printer.

2. Undertakings of Regional Office (RO)

- 2.1 The Regional Director, in accordance with DepED Memorandum shall facilitate, oversee, monitor and assess the implementation of Madrasah Textbooks in the division offices.
- 2.2 Upon receipt of delivery schedule and distribution list from the Office of Usec. Boransing, the Regional Director through the Regional Supply Officer shall ensure the delivery of the said goods in the division offices.

3. Undertakings of Division Offices (DO)

- 3.1 The Schools Division Superintendent shall disseminate the delivery schedule and distribution list through the Division Supply Officer.

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Manaros Boransing

- 3.2 The Schools Division Superintendent shall form a Division Inspectorate Team to monitor, inspect and validate the Goods delivered.
- 3.3 The Schools Division Superintendent through the Division Supply Officer shall accept all the deliveries made by the printer and likewise prepare the Inventory Custodian Slip (ICS) for the different recipient schools.
- 3.4 The Division Supply Officer shall issue the madrasah textbooks to the various recipient schools and have signed the ICS in order to effect the transfer of accountability. However, after every school year the madrasah textbooks shall be returned to the division supply officer for proper inventory.
- 3.5 The Schools Division Superintendent through the Division Supply Officer shall prepare the Inspection and Acceptance Report (IAR) and have it signed by the authorized signatories.
- 3.6 The Schools Division Superintendent through the Division Supply Officer shall submit a copy of the Inspection and Acceptance Report (IAR) and Inventory Custodian Slip (ICS) to the Office of Usec. Boransing/Property Division for processing of payment and proper recording and file.

4. Undertakings of Supplier

- 4.1 The Supplier shall deliver the goods within the contract completion period and shall comply with the purchaser's technical and contract specifications.
- 4.2 The Supplier shall strictly conform to the Purchaser's delivery schedule which forms part of the contract. In case of early deliveries, the Supplier shall notify DepED CO and the Division Office, copy furnished the Regional Director, at least 15 calendar days before delivery.
- 4.3 The Supplier shall deliver the Goods to the appropriate recipients only as indicated in the distribution list.
- 4.4 The supplier shall deliver the Goods to the recipients from 8:00 AM to 5:00 PM on working days only.
- 4.5 The Supplier shall notify the Purchaser in writing within two days from the initial occurrence of conditions impending timely delivery of the Goods.
- 4.6 During the delivery, the Supplier shall present the Goods and the Delivery Receipt and leave a duly signed copy to the Division Supply Officer.
- 4.7 The Supplier shall replace all rejected Goods and complete shortages within 15 calendar days from receipt of a Notice of rejection/Shortages from the Division

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Office. Likewise, if goods are available on site, the Supplier shall replace defective Goods or complete shortages immediately. No payment shall be made for rejected goods.

- 4.8 After completion of delivery, the Supplier shall submit to the Office of Usec. Boransing/Property Division the original, plus two (2) copies, of the accomplished Delivery Receipts as attachments to his/her claim for payment.

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[Signature]

INSPECTION & ACCEPTANCE REPORT

Department of Education

(Agency)

Supplier _____ IAR No. _____

P.O. No. _____ Date: _____ Inv./DR No. _____ Date _____

Requisitioning Office/ Dept. _____

Item No.	Unit		Quantity

Inspected, Verified and found OK
 as to quantity and specifications

Inspection Officer (Accounting)

Inspection Officer

Inspection Officer (End-User)

Complete
 Partial

MARITESS L. ABLAY
 Chief, Property Division

INVENTORY CUSTODIAN SLIP
DEPARTMENT OF EDUCATION

ICS No: 06-

Quantity	Unit	Description	Inventory Item No.	Unit cost

Received by:

Signature Over Printed Name

Position

Date

Received from:

Signature Over Printed Name

Position/Office

Date