



Republic of the Philippines  
Department of Education

18 SEP 2020

DepEd O R D E R  
No. **026** s. 2020

**GUIDELINES ON THE CONDUCT OF INSPECTION AND DELIVERY OF GOODS IN AREAS UNDER ENHANCED COMMUNITY QUARANTINE, MODIFIED ENHANCED COMMUNITY QUARANTINE, AND GENERAL COMMUNITY QUARANTINE**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. Pursuant to Presidential Proclamation Nos. 922 and 929, series of 2020, titled *Declaring a State of Public Health Emergency throughout the Philippines* and *Declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019*, respectively, in support of the *Basic Education-Learning Continuity Plan in time of COVID-19*, and in accordance with Civil Service Commission (CSC) Memorandum Circular No. 10 s. 2020 with the subject *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, the Department of Education (DepEd) hereby issues the enclosed **Guidelines on the Conduct of Inspection and Delivery of Goods in Areas under Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), And General Community Quarantine (GCQ)**.
2. These guidelines are issued to guide implementing units in conducting inspections and deliveries in areas under community quarantine, supplemental to the standard procedure in the inspection and delivery of goods specified in DepEd Order No. 42, s. 2018, to ensure unimpeded delivery of supply inputs to various DepEd units and schools, and the safety of the DepEd Inspectorate Teams, employees and stakeholders, under the COVID-19 public health crisis.
3. These guidelines may be modified or revised as the circumstances may warrant or should the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) issues new rules pertinent to these matters.
4. These guidelines must be read in conjunction with existing government-prescribed guidelines on minimum health standards and alternative work arrangements, as may be applicable.
5. All DepEd Orders, Memoranda, and other related issuances, rules, regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

6. For more information, please contact the **Administrative Service-Asset Management Division (AS-AMD)**, Ground Floor, Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or at telephone number (02) 8635-0551.

7. This Order shall take effect immediately upon its issuance. Non-compliance to the herein procedures shall be dealt with accordingly.

8. Immediate dissemination of and strict compliance with this Order are directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl/s.:  
As stated

References:  
DepEd Order No. 42, s. 2018



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

ASSET  
DELIVERY  
EQUIPMENT  
POLICY  
PROCUREMENT  
SCHOOL  
SUPPLIES

JD DO Guidelines - Inspection and Delivery of Goods ECQ, MECQ, GCQ  
September 18, 2020

**GUIDELINES ON THE CONDUCT OF INSPECTION AND DELIVERY OF GOODS IN AREAS UNDER ENHANCED COMMUNITY QUARANTINE, MODIFIED ENHANCED COMMUNITY QUARANTINE, AND GENERAL COMMUNITY QUARANTINE**

**I. RATIONALE**

Pursuant to Presidential Proclamation Nos. 922 and 929, series of 2020, titled *Declaring a State of Public Health Emergency throughout the Philippines* and *Declaring a State of Calamity throughout the Philippines due to Corona Virus Disease 2019*, respectively, and in line with the *Basic Education-Learning Continuity Plan (BE-LCP) in time of COVID-19* of the Department of Education (DepEd), the herein provisions shall serve as guide to End-User Units (EUs), Implementing Units (IUs), and suppliers in the delivery and inspection of goods in areas under the different levels of community quarantine, to ensure the continued provision of educational goods in DepEd offices and schools.

**II. SCOPE**

In view of the implementation of Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ), and General Community Quarantine (GCQ), the herein safety guidelines shall cover the deployment of DepEd Inspectorate Teams in the conduct of inspection and delivery of the following DepEd priority projects, among others:

- a. Supply, Printing, and Delivery of Learning Materials;
- b. Supply, Delivery, and Installation of DCP Packages and IT Equipment;
- c. Supply and Delivery of School Furniture;
- d. Supply and Delivery of Science and Math Equipment (SME);
- e. Supply and Delivery of Seminar Bags; and,
- f. Supply and Delivery of Motor Vehicles and Fleet Cards.

**III. POLICY STATEMENT**

In consonance with the DepEd BE-LCP and pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10 s. 2020 prescribing the *Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic*, these guidelines aim to ensure unimpeded delivery of supply inputs to various DepEd units and schools, and the safety of the DepEd inspectorate teams, employees, and stakeholders in the delivery and inspection of procured goods under various projects, specifically in the areas declared to be under MECQ and GCQ.



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## IV. MANNER OF DEPLOYMENT OF DEPED INSPECTORATE TEAM

### A. Pre-Delivery Inspection

1. Pre-delivery inspection of goods shall only be allowed in areas under MECQ and GCQ, unless permitted by DepEd and cleared with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF). Pre-delivery inspections to be conducted by the Inspectorate Team shall require proper coordination with the Administrative Service–Asset Management Division (AS-AMD), the Procurement Management Service–Contract Management Division (ProcMS-CMD), and the Office of the Assistant Secretary for Procurement and Administration (OASPA) for proper scheduling, for the issuance of permits, safety passes, and other documents necessary for the conduct of the inspection activity, and to ensure alignment of inspection activities with the approved distribution and deployments plans.
2. Maximum of three (3) members of the Inspectorate Team shall conduct pre-delivery inspection, who, during the entire exercise shall comply with the safety protocols under existing government-prescribed minimum health standards, including, but shall not be limited to, the following:
  - a. wearing of mask or face shield at all times;
  - b. wearing of hand gloves during inspection;
  - c. observance of physical distancing; and
  - d. disinfecting of hands immediately after inspection of items through proper washing with soap and water or alcohol-based sanitizer;
3. Suppliers shall follow the *Interim Guidelines on Workplace Prevention and Control of COVID-19* issued by the Department of Trade and Industry (DTI) and Department of Labor and Employment (DOLE) for the private sector, as well as the guidelines and protocols that may be issued by the ProcMS-CMD relating to inspection and delivery activities.
4. Suppliers shall disinfect the warehouse and the items to be inspected prior to the actual inspection.
5. A service vehicle shall be provided for the conduct of pre-delivery inspections.
6. In case the DepED Central Office Inspectorate Team (CO-IT) is not able to conduct pre-delivery inspection due to travel restrictions or for other acceptable reasons, the OASPA may assign the function to the Regional Inspectorate Team (RIT), upon consultation with the said RIT and the EU/IU concerned, to ensure proper transfer or sharing of know-how and expertise. Likewise, if the RIT is unable to conduct pre-delivery inspection for the same reasons or by reason of the lack of expertise or familiarity of the items to be inspected, the deployment of another DepEd Inspectorate Team nearest and available to the area where the pre-delivery inspection will take place or to the supplier's warehouse, or the constitution of an Inspectorate Team, shall be allowed.



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## **B. Delivery and Inspection at Site**

1. As a general rule, the goods subject of the deliveries shall be delivered and inspected in the project/delivery sites indicated in the contract, or in any supplement, amendment, or modification thereto, embodying the most recent agreements of DepEd and the supplier concerned. Only in cases where deliveries and inspection cannot be made in the project/delivery sites, for failure to obtain clearances, permits and safety conduct passes from the IATF may other project/delivery sites be changed. Changes to project/delivery sites may be changed only via an Amendment to Order as approved by the ProcMS-CMD, upon consultation with the EU/IU concerned.
2. Deliveries and inspection shall be made and scheduled in accordance with the delivery plan prepared by the ProcMS-CMD and the deployment plan prepared by the AS-AMD, both approved by the OASPA. The plans shall take into account the readiness of the schools and the restrictions or limitations that are in place in the areas where deliveries and inspections shall be made.
3. Delivery by suppliers shall require coordination with the ProcMS-CMD and the OASPA for the issuance of permits, safety passes and other documents necessary for the purpose.
4. DepEd supply officers, property custodians, inspectors, and the delivery workers of suppliers must, during the time of delivery, always observe the safety protocols under existing government-prescribed minimum health standards, including, but shall not be limited to the following:
  - a. wearing of mask or face shield at all times;
  - b. wearing of hand gloves during inspection;
  - c. observance of physical distancing;
  - d. disinfecting of hands immediately after inspection / delivery of items through proper washing with soap and water or alcohol-based sanitizer; and,
  - e. temperature checking, especially of delivery workers prior to unloading of goods.

## **V. MONITORING AND EVALUATION**

The Head of Implementing Offices shall see to it that this Order is strictly enforced in their respective areas. The Central Office is the responsible office to monitor the Regional Offices; the Regional Office to their Schools Division Offices; and the Schools Division Offices to their respective Schools.

## **VI. OTHER IMPLEMENTATION DETAILS**

ProcMS-CMD, in consultation with the appropriate EUs and IUs concerned, or the AS-AMD, or the Inspectorate Teams concerned, may provide further guidance, advisory or implementing details in view of giving effect to the policy underlying this issuance or clarifying the provisions hereof, subject to the approval of the Assistant Secretary for Procurement and Administration.



## **VII. REFERENCES**

DepEd Order No. 42 s. 2018 (Updated Guidelines on Delivery, Inspection, Acceptance and Recording of DepEd Procured Assets)

CSC Memorandum Circular No. 10 s. 2020 (Revised Interim Guidelines for Alternative and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID -19 Pandemic)

DTI and DOLE Interim Guidelines on Workplace Prevention and Control of COVID-19

## **VII. EFFECTIVITY/TRANSITORY PROVISIONS**

Provisions and other previous issuances which are inconsistent with this Order are hereby repealed.



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