



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

February 28, 2024

DIVISION MEMORANDUM

No. 0044, s. 2024

**ATTENDANCE TO THE SPECIAL MEETING FOR THE DISCUSSION OF
 AUDIT OBSERVATION MEMORANDUM NO. 2024-007**

To : Assistant Schools Division Superintendent
 Selected Elementary School Head/Principal
 Selected Secondary School Head/Principal
 Accounting Section
 All Others Concerned

- In view of the recently received Audit Observation Memorandum (AOM) of this Office, re: **No Reflected Detailed Specifications of Quoted Products in the Purchase Orders**, the following school heads and principals are hereby advised to attend for the preparation of response letter to the foregoing observation, to wit:

No.	Name	School
1	Jeanne Bajao	Sindaton NHS
2	Myrna Purificacion	Panabo City SHS
3	Glenn Patriarca	Little Panay NHS
4	Edarlina Bitang	Manay NHS
5	Leonora Cañete	Gredu ES
6	Reynaldo Morales	Dalisay Village ES
7	Christy Pantonial	Teofanis Gerona ES
8	Arnel Duropan	A.O. Floirendo ES II
9	Iris Separis	Licanan ES

- Schedule of the said meeting will be on **March 4, 2024**, Monday, at 1:00PM via google meet. Link shall be provided.
- Attached herewith is a copy of the received AOM last February 27, 2024.

For your information and strict compliance.

JINKY B. NIRMAN, PhD, CESO VI

Assistant Schools Division Superintendent
 Officer-In-Charge

Office of the Schools Division Superintendent

RELEASED

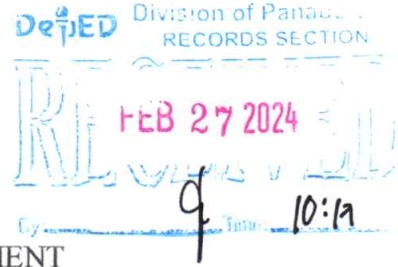
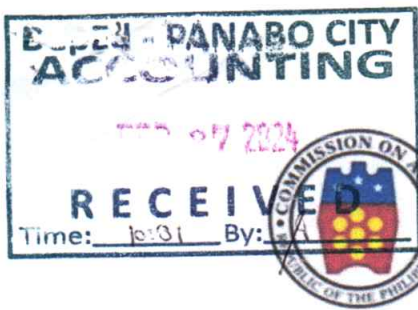
MAR 01 2024

RECORDS SECTION-SDO PANABO CITY



Schools Division of Panabo City
 City Hall Compound, Panabo City
 Tel. No. (084) 823-1469
 Email: panabocity.division@deped.gov.ph





REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. XI
NATIONAL GOVERNMENT SECTOR
CLUSTER 5 – EDUCATION AND EMPLOYMENT
C. P. Garcia National Highway, Davao City

Office of the Auditor – Audit Team R11-14
Department of Education (DepEd) – Division of Panabo City

AOM No. : 2024-007
Date : February 23, 2024

AUDIT OBSERVATION MEMORANDUM

JINKY B. FIRMAN, CESO VI
OIC-Schools Division Superintendent
DepEd, Division of Panabo City
J.P. Laurel, Panabo City

Attention: **Bookkeeper,
Supply Officer,
Inspection Committee,**
of Non-Implementing Schools

We have audited the financial statements of the DepEd, Division of Panabo City for the period January 1, 2023 to December 31, 2023 and observed the following:

Detailed specifications of products quoted by the winning suppliers totaling P1,175,348.10 were not reflected in Purchase Orders of 9 Non-Implementing Schools, hence delivered items may not conform to the specifications and requirements of the products procured.

The Purchase Order, as provided in Appendix 61 of GAM Volume II, is a form/document used by the agency/entity, addressed to a supplier, **to deliver specific quantities of supplies/goods/property subject to the terms and conditions contained in the PO.**

Section 15, Chapter 8 of GAM Volume I, provides the procedures in the receipt, inspection, acceptance and recording of deliveries of inventory items:



Area of Responsibility	Seq. No.	Activity
<i>Delivery of Inventory Items</i>		
Property and/or Supply Division/Unit Property and/or Supply Custodian	1	Signs "Received" portion of the original and Copy 2 of the Delivery Receipt (DR). Files the original and returns Copy 2 of the DR to the Supplier/Procurement Service.
	2	Prepares Inspection and Acceptance Report (IAR) (Appendix 62) in four (4) copies. Forwards Copies 1-4 of IAR, original of DR, and Copy 2 of approved PO to the Property Inspector for inspection of deliveries.
Inspection Committee Property Inspector	3	Inspects and verifies items as to quantity and conformity to specifications based on the DR and approved PO. If delivery is not in conformity to the specifications or delivery is incomplete, indicates notation on the IAR that the deliveries are not in conformity to specifications and/or terms agreed under the approved PO and returns the Copies 1-4 of IAR, original of DR, and Copy 2 of approved PO to the Property and/or Supply Division/Unit. If delivery is in order, indicates the date of inspection, places "√" in the box for "Inspected, verified and found in order as to quantity and specifications", and signs the "Inspection" portion of the IAR. Retains Copy 2 of IAR and forwards Copies 1, 3 and 4 of IAR, original of DR and Copy 2 of PO to the Property and/or Supply Custodian for acceptance of goods delivered.
Property and/or Supply Division/Unit Property and/or Supply Custodian	4	For deliveries not conforming to specification and/or terms of the PO, receives Copies 1-4 of IAR, original of DR and Copy 2 of PO. Returns the items to the supplier and requires the latter to comply with the agreed specifications and/or terms of the PO. For deliveries in order, indicates the date of acceptance, places "√" in the box for "Complete as to quantity and specifications" or "Partial (pls. specify quantity)", and signs the "Acceptance" portion of the IAR. Stores the items delivered for issue to the Requisitioning Office.
	5	Forwards Copy 3 of IAR and photocopy of PO and DR to the Accounting Division/Unit for recording the received/accepted goods and posting to the SLC and Copy 4 of IAR and copy 2 of PO to the Stock Card Keeper for recording in the SCs. (Emphasis provided)

Review of the procurement process undertaken by the school revealed that detailed specifications of products quoted by the winning suppliers totaling P1,175,348.10 were not reflected in the Purchase Orders of the samples taken from 9 Non-Implementing Schools, see Annex A.

It has been the school's practice that the technical specifications in the Purchase Request are forwarded to the Request for Quotation, Purchase Order and Inspection and Acceptance Report since suppliers are not consistent on indicating in detail the specifications of the items that they commit to deliver.



The Audit Team emphasizes that the school management must improve this process since this is also useful in the monitoring/tracing of the delivered goods and on the accountability of these items.

We recommend that those in charge of the preparation of POs completely fill out the necessary data, especially the brand names and item specifications, to have a reliable basis in checking the conformity of the delivered goods.

May we have your comments on the foregoing observations within fifteen (15) calendar days from receipt hereof.

COA Signed
2024-02-26
15:32:24

PHOEBE LAINE D. CHINILLA
State Auditor III
OIC-Audit Team Leader

COA Signed
2024-02-26
15:39:32

HELENA L. VALDEZ
State Auditor V
Supervising Auditor

Proof of Receipt of AOM No. 24-007 dated February 23, 2024

Name	Date Received	Signature
JINKY B. FIRMAN, CESO VI		

HLV/PDC/AMD



School	Check/ADA No.	Date	Payee	Amount	PR	RFQ	PO	IAR
Sindaton NHS	1604779	3/6/2023	Blairevea Hardware	4,000.00	1 unit Office Table	1 unit Office Table	1 unit Office Table	1 unit Office Table
	1488141	3/7/2023	Meraki Consumer Goods Trading	13,000.00	1 pc Biometric	1 pc Biometric	1 pc Biometric	1 pc Biometric
	1657507	5/17/2023	Meraki Consumer Goods Trading	11,100.00	1 pc Printer 3 in 1 1 pc Microphone	1 pc Printer, 3 in 1 1 pc Microphone	1 pc Printer 3 in 1 1 pc Microphone	1 pc Printer, 3 in 1 1 pc Microphone
	1657517	6/6/2023	Merry's Consumer Goods Trading	21,019.00	1 pc Powered Mixer 1 pc Speaker with Amplifier	1 pc Powered Mixer 1 pc Speaker with Amplifier	1 pc Powered Mixer 1 pc Speaker with Amplifier	1 pc Powered Mixer 1 pc Speaker with Amplifier
	1488162	11/3/2023	Merry's Consumer Goods Trading	10,000.00	1 pc Biometric	1 pc Biometric	1 pc Biometric	1 pc Biometric
Panabo City SHS	1612610	2/6/2023	Maria's Kitchen & Sari-Sari Store	15,000.00	40 pax 1st Day-Sandwich & Softdrinks Meals-Rice, 2 viands & water 40 pax nd Day-Snacks-Cupcake & Juice Meals-Rice, 2 viands & drinks	40 pax 1st day-Meals Rice, 2 viands, fruits & softdrinks 40 pax 2nd day-Rice, 2 viands, fruits & softdrinks	40 pax Meals-Rice, 2 viands, fruits & softdrinks 40 pax Meals-Rice, 2 viands, fruits & softdrinks	40 pax 1st Day-Sandwich & Softdrinks Meals- rice, 2 viands & water 40 pax 2nd day-Snacks-Cupcake & Juice Meals-Rice, 2 viands & drinks
	1612613	2/6/2023	Maria's Kitchen & Sari-Sari Store	38,500.00	55 pax 1st Day-Bananae & Juice Meals-Rice, 2 viands & drinks 55 pax 2nd day-Snacks-Bread & Softdrinks Meals-Rice, 2 viands & drinks 55 pax-3rd day-Snacks-Bingka & Juice/Coffee Meals-Rice, 2 viands & drinks	55 pax 1st Day-Snacks-Bananae & Juice Meals - Rice, 2 Viands & Drinks 55 pax 2nd Day-Snacks-Bread & Softdrinks Meals - Rice, 2 Viands, Drinks 55 pax 3rd Day-Snacks-Bingka & Juice Meals- Rice, 2 viands, softdrinks	55 pax 1st Day - Snacks & Meals 55 pax 2nd Day- Snacks & Meals 55 pax 3rd Day - Snacks & Meals 55 pax 4th Day - Snacks & Meals 55 pax 5th Day- Snacks & Meals	55 pax 1st Day - Bananae & Juice Meals- Rice, 2 viands & drinks 55 pax 2nd Day-Snacks-Bread & Softdrinks Meals - Rice, 2 viands & drinks 55 pax 3rd Day-Snacks-Bingka & Juice/Coffee Meals - Rice, 2 viands & drinks 55 pax 4th Day-Snacks-Empanada & Water Meals-Rice, 2 viands & drinks 55 pax 5th Day-Snacks-Camote/Banana Meals-Rice, 2viands, fruits and softdrinks

1662300	9/25/2023	Plyesta Fried Chicken House/ Analie A. Cortel	26,000.00	Meals & Snacks-Kick-Off 50 pax Rice, 2 viand, water/softdrinks,fruits 50 pax Sandwich & Drinks Meals & Snacks-Closing 50 pax Rice, 2 viand, water/softdrinks,fruits 50 pax Sandwich & Drinks	50 pax Snacks-Sandwich & Softdrinks 50 pax Meals-Rice, 3 viand, fruits & softdrinks 50 pax Snacks - Spaghetti and softdrinks 50 pax Meals - Rice, 3 viands, fruits and drinks	50 pax Snacks-Sandwich & Softdrinks 50 pax Meals-Rice, 3 viand, fruits, softdrinks 50 pax Snacks-Spaghetti & softdrinks 50 pax Meals - Rice, 3 viands, fruits and softdrinks	Meals & Snacks-Kick-Off 50 pax Rice, 2 Viands,Water/Softdrinks,fruits 50 pax Sandwich & Drinks Meals & Snacks-Closing 50 pax Rice, 2 viand,Water/Softdrinks,fruits Sandwich & Drinks
1690516	11/21/2023	Johnvee Gonzaga/Goldenhappy School and Office Supplies Trading	29,000.00	2 pcs Printer with scanner ultra high page yield of 4,500 pages black and 7,500 pages color 2 year warranty Wifi & Wifi Direct Seamless setup smart panel	2 pcs Printer with scanner ultra high page yield of 4,500 pages black and 7,500 pages color 2 year warranty WIFI & WIFI Direct Seamless serip smart panel	2 pc Printer w/ scanner ultra high page	2 unit Printer w/ Scanner Wifi Direct
1690517	11/21/2023	Johnvee Gonzaga/Goldenhappy School and Office Supplies Trading	12,800.00	32 pcs Flash Drive 16GB 1 unit Conference Table 10 seaters 10 unit Conference Chair / Office Chair 2 unit Steel Cabinet Big 2 unit Steel Cabinet Small 1 unit Multipurpose table 1 unit Office Chair	32 pcs Flash Drive 16GB 1 unit Conference Table (10 seaters) 10 unit Conference Chair / Office Chair 2 unit Steel cabinet (Big) 2 unit Steel Cabinet (Small) 1 unit Multipurpose table 1 unit office chair	32 pcs Flash Drive 16GB 1 unit Conference Table 10 seaters 10 unit Conference Chair / Office Chair 2 unit Steel Cabinet Big 2 unit Steel Cabinet Small 1 unit Multipurpose Table 1 unit Office Chair	32 pcs Flash Drive 16GB 1 unit Conference Table 10 seaters 10 unit Conference Chair / Office Chair 2 unit Steel Cabinet Big 2 unit Steel Cabinet Small 1 unit Multipurpose Table 1 unit Office Chair
1690522	11/24/2023	Progress Home & Office Furnishings	130,075.00	7 pcs Printer, 3in1	7 pcs Printer 3in1 print,scan copy, high print yield of upto 4,500 pages for black and white, 7,500 pages for colour, high yield ink bottles, borderless printing upto 4R	7 pcs Printer 3in1 Print, scan copy, high print yield of upto 4,500 pages for black and white, 7,500 pages for colour, high yield ink bottles, borderless printing upto 4R	7 pcs Printer 3in1
1690526	11/24/2023	Goldenhappy School and Office Supplies Trading	73,500.00	1 unit Split Type Aircondition unit 2 HP	1 unit Aircondition - Split Type 2HP	1 unit Aircondition - Split Type 2HP	1 unit Split Type Aircondition 2HP
1690545	12/5/2023	Goldenhappy School and Office Supplies Trading	44,600.00	1 unit Split Type Aircondition unit 2 HP	1 unit Aircondition - Split Type 2HP	1 unit Aircondition - Split Type 2HP	1 unit Split Type Aircondition 2HP

1690510	11/14/2023	Piyesta Fried Chicken House/ Analie A. Cortel	60 Meals & Snacks-Rice, 3 Viands, Fresh Fruit, Fres Vegetables Salad, Softdrinks, 1 Dessert Sandwich & Juice in can	21,000.00	60 pax Meals & Snacks-Rice, 3 Viands, Fresh Fruits, Fresh vegetables salad, softdrinks, dessert, sandwich & juice	60 pax Meals and Snacks 10 unit Rack Stock/ Steel Shelves	60 pax Meals & Snacks-Rice, 3 viands, Fresh Fruits, Fresh Vegetables Salad, Softdrinks, 1 Dessert Sandwich & Juice in can
1690513	11/16/2023	Toril LCY Trading Corporation	10 unit Steel Rack	44,990.00	10 unit Steel Rack	10 unit Rack Stock/Steel Rack	10 unit Rack Stock/Steel Rack
1690528	12/1/2023	Maria's Kitchen & Sari-Sari Store	50 pax Snacks (Milo, Coffee, Milk, Puto, Bilo, Suman, Bread, Bihon)	5,000.00	50 pax Snacks for Culmination Buwan ng Wika - Milo, Coffee, Milk, Puto, Bilo, Suman, Bihon, Bread	Meals and Snacks	50 pax Snacks (Milo, Coffee, Bread, Puto, Biko, Suman, Bihon & Bread)
1690534	12/1/2023	Piyesta Fried Chicken House/ Analie A. Cortel	40 pax Meals-Rice, 2 viand, Fresh fruits, Water	6,000.00	40 pax Meals-Rice, 2 Viand, Fres Fruits, Water/Softdrinks	40 pax Meals-Rice, 2 viands, Fresh fruits, Water/Softdrinks	40 pax Meals-Rice, 2 Viand, Fresh fruits, Water
1690542	12/5/2023	Maria's Kitchen & Sari-Sari Store	19 pax Rice, 1 Viand, Softdrinks, Sandwich	3,420.00	19 pax 1 Viand, Rice, Softdrinks & Sandwich	19 pax 1 Viand, Rice, Softdrinks, Sandwich	19 pax Rice, 1 Viand, Softdrinks, Sandwich
1690549	12/11/2023	Piyesta Fried Chicken House/ Analie A. Cortel	15 pax AM Snacks 15 pax Lunch 15 pax PM Snacks	4,950.00	15 pax AM Snacks 15 pax Lunch 15 pax PM Snacks	15 pax AM Snacks 15 pax Lunch 15 pax PM Snacks	15 pax Lunch-Rice, 2 Viands, Water/Softdrinks 15 pax Snacks PM- Burger & Softdrinks
1690554	12/14/2023	Maria's Kitchen & Sari-Sari Store	65 pax Snacks - Sandwich & Softdrinks 65 pax Meals - Rice, 2 Viand, Fruits & Softdrinks	18,850.00	65 pcs Snacks 65 pcs Meals	65 pax Snacks 65 pax Meals	65 pax Snacks-Sandwich & Softdrinks 65 pax meals- Rice, 2 Viand, Fruits, Softdrinks
1690554	12/14/2023	Maria's Kitchen & Sari-Sari Store	50 pax Snacks - Sandwich & Softdrinks 12 pax meals-Rice, 2 Viand, fruits, Softdrinks	5,910.00	50 pax Snacks - Sandwich & Softdrinks 12 pcs Meals	50 pax Snacks- Sandwich & Softdrinks 12 pax Meals- Rice, 2 Viand, fruits & Softdrinks	50 pax Snacks-Sandwich & Softdrinks 12 pax Meals- Rice, 2 Viand, Fruits, Softdrinks
1603846	1/17/2023	Meraki Consumer Goods Trading	1 unit Power Amplifier	15,000.00	1 unit Power Amplifier	1 unit Power Amplifier	1 unit Power Amplifier
1518531	1/17/2023	Meraki Consumer Goods Trading	1 unit Fire Extinguisher, Dry Chemical, 4.5 kgs. 1 unit Classroom Table	2,500.00	1 unit Fire Extinguisher, Dry Chemical, 4.5 kgs. 1 unit Classroom Table	1 unit Fire extinguisher, dry chemical 4.5 kgs. 1 unit Classroom Table	1 unit Fire Extinguisher, Dry Chemical, 4.5 kgs. 1 unit Classroom Table
1617325	2/1/2023	Meraki Consumer Goods Trading	8 pcs Wireless Microphone System Lapel, set SH-200 Shure Clearance 3 unit CCTV	11,570.00	8 pcs Wireless Microphone System Lapel, set SH-200 Shure Clearance 3 unit CCTV Camera	8 pcs Wireless Microphone System lapel, Set SH-200 Shure Clearance 3 unit CCTV	8 pcs Wireless Microphone System Lapel, Set SH-200 Shure Clearance 3 unit CCTV
1617329	2/6/2023	Meraki Consumer Goods Trading	1 unit Electric Fan, industrial ground type 28 pax Food	3,150.80	1 unit Electric Fan, industrial ground type 28 pax Food	1 unit Electric Fan, industrial ground type 28 pax Food	1 unit Electric Fan, industrial ground type 28 pax Food
1660343	10/20/2023	Balon's Lechon	24 pax Snacks for LAC	960.00	24 pax Snacks for LAC	24 pax Snacks for LAC	24 pax Snacks for LAC
1660351	11/9/2023	Balon's Lechon	25 pax Snacks for LAC	1,000.00	25 pax Snacks for LAC	25 pax Snacks for LAC	25 pax Snacks for LAC
1660370	12/12/2023	Balon's Lechon	25 pax Snacks for LAC	1,000.00	25 pax Snacks for LAC	25 pax Snacks for LAC	25 pax Snacks for LAC
Little Panay NHS							
Manay NHS							