



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 877

Series of 2021

SUBJECT : CREATION OF AN INSPECTION COMMITTEE (IC) FOR THE DELIVERY OF VARIOUS SUPPLIES AND EQUIPMENT OF THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE (DA-CO)

In the interest of service and to uphold the governing principles of Republic Act No. 9184 or the Government Procurement Act, such as transparency, system of accountability and public monitoring of the government process through the selection and designation of competent and responsible individuals to perform functions related to the inspection of goods which is significant element in the successful implementation of procurement contracts of the Department of Agriculture (DA), the following personnel are hereby designated as members of the Inspection Committee (IC):

I. COMPOSITION

- Team Leader** : **MR. RITCHIE S. ESPIRITU**
Administrative Officer IV
- Assistant Team Leader** : **MR. JOHN ROMMEL C. LOPEZ**
Administrative Officer IV
- GSD Permanent Members** : **MR. PATRICK M. VILLAFUERTE**
MR. JOSEPH RAFAEL P. RAMOS - Alternate
- Regular Members** :

1. Supplies and Materials	Accounting Division <ul style="list-style-type: none">• MS. EVELYN S. ABAO• MS. EVELYN NAVAL – Alternate Internal Audit Service <ul style="list-style-type: none">• MR. ANTHONY R. VILLANUEVA
2. IT Supplies/ Equipment	Information and Communication Technology Services <ul style="list-style-type: none">• MR. LAURENZ MARVIN ROSALES• MR. IMMANUEL SAMUEL BAUTISTA – Alternate Internal Audit Service <ul style="list-style-type: none">• MR. ANTHONY R. VILLANUEVA

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<p>3. Vehicle/s Spare Parts including post Repair Inspection of Office Equipment and Motor Vehicles</p>	<p>Human Resource Development Division</p> <ul style="list-style-type: none"> • MR. JOHN ROMMEL C. LOPEZ <p>Accounting Division</p> <ul style="list-style-type: none"> • MR. DEXTER P. JOVE – Alternate <p>Internal Audit Service</p> <ul style="list-style-type: none"> • MS. MARY FRANCES DL. RODRIGUEZ
<p>4. Agricultural Inputs, Machineries and Equipment</p>	<p>Field Programs Coordination and Management Division</p> <ul style="list-style-type: none"> • MR. VENER L. DILIG • ENGR. JEROME JOPIA – Alternate <p>Internal Audit Service</p> <ul style="list-style-type: none"> • MS. MARIA CHELO E. SANTOS
<p>5. Laboratory Supplies and Equipment</p>	<p>FDC - Engineering Division</p> <ul style="list-style-type: none"> • ENGR. MARY ANGELICA S. CABALU <p>Bureau of Agriculture and Fisheries Standards</p> <ul style="list-style-type: none"> • ENGR. IBRAHIM A. RACMAT – Alternate <p>Internal Audit Service</p> <ul style="list-style-type: none"> • MS. JE-ANNE D. ARTUZ
<p>6. Infrastructure Projects</p>	<p>FDC - Engineering Division</p> <ul style="list-style-type: none"> • ENGR. ALEXANDER E. AGUDELO • ENGR. MICHAEL JOHN B. DIOLA – Alternate • ENGR. IBRAHIM A. RACMAT – Alternate <p>Internal Audit Service</p> <ul style="list-style-type: none"> • MR. ANTHONY R. VILLANUEVA



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II. DUTIES AND RESPONSIBILITIES

The IC shall perform the following functions such as, but not limited to, the following:

1. Attend the Pre-Inspection Conference wherein specific tasks are designated to each member in accordance with inspection references and accomplish the Pre-Inspection Report;
2. Attend the Post-Inspection Conference wherein the findings and results of the inspection are duly discussed and accomplish the Post-Inspection Report;
3. Prepare the inspection references prior to the scheduled inspection such as but not limited to the following, copies of technical specifications, inspection and test protocols sourced from the bidding documents of the project, and the necessary measuring and testing instruments;
4. Familiarize with the technical specifications of the goods for inspection and test protocols before proceeding to the inspection site;
5. Check the completeness and authenticity of the documents presented by the supplier;
6. Conduct physical inspection of the goods, and check whether the technical specifications, quantity and standards as indicated in the perfected Contract/Purchase Order/Work Order are met;
7. Perform trial and operation test on equipment, computers and other related goods. Also, require the supplier to demonstrate operation of the equipment and observe its performance;
8. Check and verify the inclusion of warranty certificate and instructional manual;
9. The General Service Division (GSD) permanent member and all regular members shall affix their initials in the Inspection and Acceptance Report (IAR) for signature of the Team Leader or the Assistant Team Leader on the condition that the delivery is in accordance with the approved quantity and specifications. However, in case of delivery of category number 3 – vehicle/s spare parts including post repair inspection of office equipment and motor vehicles, Mr. John Rommel C. Lopez, the Assistant Team Leader, shall act as a regular member and hereby affix his initial in the IAR for signature of the Team Leader.

10. Prepare and submit promptly a report to the End-User and Head of the Procuring Entity (HoPE) whenever findings or assessment are found not in accordance with the contracted quantity and specifications;
11. Submit assessment reports and policy recommendations concerning the inspection;
12. Attend meetings, conferences and training programs as may be required by the DA; and
13. Perform other duties and responsibilities related to the foregoing.

All expenses to be incurred for the conduct of the activities related to the performance of the duties and functions shall be chargeable against the funds of DA-Office of the Secretary, subject to the availability of funds and existing government accounting, auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders and memoranda inconsistent herewith are deemed revoked.

Done this 18th day of November 2021.



WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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