



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

SPECIAL ORDER

No. 60
Series of 2023

SUBJECT : DESIGNATION OF MR. RONALD C. PAMITTAN AS INSPECTOR FOR INFORMATION TECHNOLOGY (IT) SUPPLIES AND EQUIPMENT OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT-NATIONAL PROJECT COORDINATION OFFICE (PRDP-NPCO)

In the exigency of service and in order to ensure effective, efficient, transparency, accountability and uniform implementation process and procedures during inspection, **MR. RONALD C. PAMITTAN**, Chief Administrative Officer, General Services Division is hereby designated as **Inspector for IT Supplies and Equipment** of PRDP-NPCO in concurrent capacity with his regular functions and other designations. The **Inspector for IT Supplies and Equipment** shall perform the following duties and responsibilities:

1. Prepare the inspection references prior to the schedule of inspection;
2. Familiarize with the technical specifications of the goods for inspection;
3. Check the completeness and authenticity of the documents presented by the supplier;
4. 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.;
5. Perform trial and operation test of equipment, computers and other related goods;
6. Check and verify the inclusion of warranty certificate and instructional manual;
7. Sign in the Inspection and Acceptance Report (IAR) on the condition that the delivery is in accordance with the approved quantity and specifications;
8. Attend meetings, conferences and trainings as may be directed by the Project;
9. 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 his duties and functions shall be chargeable against the PRDP funds, subject to the usual government, accounting and 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 20th day of January 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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