Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 5, 2026

OFFICE MEMORANDUM
CLMD-2026 - 575

UPDATES ON THE SCHEDULE OF THE POST-DELIVERY INSPECTION OF LEARNING TOOLS AND EQUIPMENT (LTS)-SCIENCE AND MATHEMATICS EQUIPMENT

To: Schools Division Superintendents
CLMD Chief and Administrative Division Chief
Division Science Supervisors and Supply Officers
Concerned School Heads
All Others Concerned

1. Attached is Office Memorandum No. 1373, s. 2026 on the conduct of the Post-Delivery Inspection of Learning Tools and Equipment (LTE) – Science and Mathematics Equipment (SME) indicating the schedule of the activity as indicated in Annex B.

2. This Office announces the updates on the schedule of the PDI as stated below:

No.	Schools Division	Schedule
1	Tacloban City	November 9–30, 2026
2	Biliran	November 9–30, 2026
3	Ormoc City	November 9–30, 2026
4	Baybay City	November 9–30, 2026
5	Eastern Samar	November 16–30, 2026
6	Borongan City	November 16–30, 2026
7	Maasin City	November 16–30, 2026
8	Southern Leyte	November 16–30, 2026
9	Leyte	November 16–30, 2026

3. Other provisions of Office Memorandum CLMD-2026-1373 s. 2026 are still in effect.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

CLMD-EPF

DEPARTMENT OF EDUC
575

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REGION VIII - EASTERN VISAYAS

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SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

CLMD-EPF

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 21, 2026

REGIONAL MEMORANDUM
No. 1373 s.2026

CONDUCT OF POST-DELIVERY INSPECTION OF LEARNING TOOLS AND EQUIPMENT (LTE)-SCIENCE AND MATHEMATICS EQUIPMENT

To: Schools Division Superintendents
CLMD Chief and Administrative Division Chief
Division Science Supervisors and Supply Officers
Concerned School Heads
All Others Concerned

1. In connection with the delivery of Learning Tools and Equipment (LTE) – Science and Mathematics Equipment to the identified target schools under the approved procurement contract, a post-delivery inspection shall be conducted to verify the completeness, physical condition, and proper delivery of the equipment in accordance with the terms and conditions stipulated in the contract.

2. The activity aims to ensure that all procured Science and Mathematics Equipment have been delivered to the target schools specified in the contract, that all items and their corresponding components are complete, and that the delivered equipment is free from damage and in good working condition, consistent with the approved technical specifications and contractual requirements.

3. The post-delivery inspection team shall conduct on-site validation at the concerned recipient schools and undertake the following activities:

a. Verify the actual delivery of the Science and Mathematics Equipment to the target schools identified in the contract:
b. Check the completeness of all delivered items, including their components, accessories, and other inclusions, as applicable;
c. Inspect the physical condition of the equipment to determine whether there are damages, defects, or missing parts;
d. Verify the conformity of the delivered items with the quantities and specifications indicated in the contract and relevant delivery documents; and
e. Document inspection findings and report any discrepancies, incomplete deliveries, damaged items, or other deficiencies requiring appropriate corrective action.

3. The inspectorate team shall be composed of the following:

Name of Personnel	**Position**	**Office**
Team 1		
1. ANDREY CALIPAYAN	AA-VI	ADMIN/ AMS
2. ROMEO A. ALVARADO	TAS	CLMD/ LRMS
3. DIVISION STAFF		
4. Driver		
Team 2		
1. ERNA PARINA	AO-I	AMS/ ADMIN
2. SARAH LAPIDARIO	AA-IV	AMS/ ADMIN
3. ANNAMARIE C. TOLIBAS	LIBRARIAN II	CLMD/ LRMS
4. RANDOLPH CATALLA		
5. Driver		
Team 3		
1. LEO DIZON	DORM MANAGER	HRDD
2. EMANNUEL FIRMO JR.	EPS	CLMD
3. DIVISION STAFF		
4. Driver		

4. The concerned Schools Division Offices and recipient school heads are requested to extend the necessary assistance to the inspection team by facilitating access to the delivered equipment and making available the relevant delivery receipts, inventory records, and other supporting documents.

5. The inspection team shall prepare and submit a consolidated post-delivery inspection report indicating the results of the validation, including any identified deficiencies and corresponding recommendations for appropriate action. The report shall serve as a basis for coordinating with the supplier and concerned offices regarding the resolution of any delivery-related concerns, in accordance with the contract and applicable government procurement rules and regulations.

6. Recipient schools are instructed to verify the completeness of the Science and Mathematics Equipment (SME) and arrange and label the items accordingly to facilitate inspection and documentation by the Inspectorate Team, following the prescribed arrangement and labeling guidelines provided in Annex A. The list of recipient schools and the target delivery schedule are provided in Annexes B and C, respectively, for reference and guidance.

7. All concerned are enjoined to provide their cooperation to ensure the proper conduct of the post-delivery inspection and the timely submission of the required documentation.

6. Travel expenses of the inspectorate team and other expenses incurred in the conduct of activity shall be charged to the LTE-SME savings of the Regional Office subject to the usual accounting and auditing procedures.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

Enclosures: None
References: None
To be indicated in the Perpetual Index under the following subjects

POST-DELIVERY INSPECTION
LEARNING TOOLS AND EQUIPMENT (LTS)
SCIENCE AND MATHEMATICS EQUIPMENT

CLMD-EPF



Annex A. Sample Arrangement and Labelling of SME for the Post-Delivery Inspection





Annex B. Tentative Schedule of Delivery and Post-Delivery Inspection

Division	No. of Schools	Tentative Schedule of Delivery	Tentative Schedule of Inspection
Northern Samar	140	October 19-23,2026	Oct 26 to Nov. 6
Catbalogan	6	October 19-23,2026	Oct 26 to Nov. 6
Calbayog	28	October 19-23,2026	Oct 26 to Nov. 6
Samar	135	October 26-29,2026	Oct 26 to Nov. 6
Borongan	12	October 26-29,2026	Oct 26 to Nov. 6
Eastern Samar	79	October 26-29,2026	Oct 26 to Nov. 6
Tacloban	7	November 03-06,2026	Nov. 9 to Nov. 13
Ormoc	11	November 03-06,2026	Nov. 9 to Nov. 13
Baybay	15	November 03-06,2026	Nov. 9 to Nov. 13
Biliran	26	November 03-06,2026	Nov. 9 to Nov. 13
Leyte	241	November 09-13,2026	Nov. 16 to Nov. 20
Maasin	18	November 09-13,2026	Nov. 16 to Nov. 20
Southern Leyte	63	November 09-13,2026	Nov. 16 to Nov. 20
TOTAL	**781**		