



SPECIAL ORDER

NO. 17

Series of 2024

SUBJECT: RECONSTITUTION OF THE DA-BUREAU OF AGRICULTURAL RESEARCH INSPECTION COMMITTEE

To ensure the timely inspection of delivered goods and services for the Department of Agriculture-Bureau of Agricultural Research (DA-BAR), the following personnel are hereby designated as members of the reconstituted Inspection Committee:

Chairperson	:	Lyn D. Pardilla KMISD-SLSS
Co-Chairperson	:	Marnelie G. Subong PDD-PPES
Members	:	Gian Carlo R. Espiritu PMELD- RMS Rena S. Hermoso KMISD-ACS Jennifer T. Alianza AFD-TMSU Abelardo G. De Jesus, Jr. AFD-TMSU

Duties and Responsibilities:

1. Check the completeness and authenticity of supporting documents upon receipt of the request/s for inspection;
2. Come to the delivery site and conduct inspection and testing procedures if necessary;
3. Inspect goods and services prior to payment by the BAR to ensure that such items to be paid are in accordance with the specifications stipulated in the Purchase/Work Requests/Orders and Contracts;
4. Inspect goods/equipment donated to the BAR;
5. Inspect consumable and perishable items delivered to BAR;
6. Act as pre/post-repair evaluator/s and as the authorized/property inspectors of the BAR;

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7. Ensure that the necessary inspection procedures are done transparently and in accordance with government accounting and auditing principles including the presence of a Commission on Audit (COA) representative or experts outside the committee if deemed necessary;
8. Issue a formal report addressed to the undersigned in cases where there are discrepancy/ies or irregularities in the delivered goods or availed services; and,
9. Perform other tasks that may be assigned by the undersigned.

Furthermore, this Special Order shall cover purchases through cash advances/reimbursements and other pertinent supplies and materials to be purchased, regardless of procurement method and/or amount.

For the inspection of venues for the conduct of official activities outside DA-BAR premises, in the absence of a representative from the Inspection Committee, staff holding positions that are permanent in status and who are physically present at the venue during the activity, are authorized to inspect and sign the Inspection and Acceptance Report (IAR).

All previous orders, memoranda and issuances inconsistent herewith are deemed revoked and superseded.

For the information, guidance and compliance of all concerned.

Done this 18th day of January 2024.


JUNEL B. SORIANO, PhD
Director