

## CREATING AN INSPECTION TEAM TO CONDUCT AN INSPECTION OF OFFICE SUPPLIES BEFORE DELIVERY TO THE LOWER COURTS

*SC ADMINISTRATIVE CIRCULAR NO. 41-2001, August 08, 2001*

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WHEREAS, it had been the practice to inspect office supplies at the warehouse of the supplier to ensure that its correct quality and quantity were packed and shipped before delivery and distribution to the lower courts throughout the country;

WHEREAS, such practice was discontinued for lack of funds or personnel;

WHEREAS, considering the amount of funds involved in the procurement of supplies for the lower courts, incidents such as incorrect or irregular delivery of the quantity and quality or specifications should be avoided;

WHEREAS, in order to conduct a continuous inspection of supplies at the warehouse of the winning bidder before their delivery, an Inspection Team to undertake such duty should be created;

WHEREFORE, an Inspection Team is hereby created, composed of the following:

- Ms. Felicitas D. Caunca - SC Supervising Judicial Staff Officer, Property Division, SC, as Head;
- Ms. Ana Ma. Christina M. Arce - SC Supervising Judicial Staff Officer, Property Division, OCA, as Assistant Head;
- One (1) representative of the Committee on Bids, to be designated by the Chairman of said Committee, as member,
- One (1) representative from the Internal Audit Division to be designated by the supervisor thereof, as Member, and
- One (1) representative from the Financial Services Division to be designated by the supervisor thereof, as Member.

The Inspection Team shall conduct a continuous inspection of the supplies at the warehouse of the winning bidder before their delivery, submit a report thereon and certify as to the inspection done.

The Head, Assistant Head and Members shall be entitled to an expense allowance of Two Hundred Pesos (P200.00) per day whenever an inspection is done.

The Chief Administrative Officer of the Supreme Court shall implement this Administrative Circular.

This Administrative Circular shall take effect upon its issuance.

Issued this 8th day of August 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

(Sgd.)JOSUE N. BELLOSILLO

(Sgd.)JOSE A.R. MELO

Associate Justice

Associate Justice

Chairman, Second Division

Chairman, Third Division

(By virtue and pursuant to A.M. No. 99-1-05-SC and A M. No. 99-12-08-SC)

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