



**POSTED**

Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**FEB 07 2025**

**OFFICE MEMORANDUM**

No.: 11 s. 2025

**MEMORANDUM DESIGNATING 3:00 O'CLOCK IN THE AFTERNOON, FROM MONDAY TO FRIDAY, AS THE BIDS AND AWARDS COMMITTEE (BAC) SIGNING HOUR**

**To: All BAC Members  
All Technical Working Group Members  
All BAC Secretariat Members  
All Concerned Employees**

1. In the interest of efficiency and to ensure implementation of programs, projects, and activities, **3:00 P.M. from Monday to Friday** is hereby designated as the official signing hour for all **Bids and Awards Committee documents**.
2. All BAC members and concerned employees are directed to proceed to the **Library Section, First Floor, Annex Building** during the designated period for the signing of pertinent documents
3. Strict compliance is expected to avoid unnecessary delays in procurement-related transactions
4. For strict implementation

**DR. SHEILA MARIE A. PRIMICIAS, CESO VI**  
OIC-Schools Division Superintendent

*"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"*

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