



POSTED

Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 200, s. 2025

APR 03 2025

TO: Assistant Schools Division Superintendent
Bids and Awards Committee (BAC) Secretariat Members
All others concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **REGULAR WORK MEETING OF BAC SECRETARIAT MEMBERS**

DATE: April 02, 2025

PARTICULARS

1. In the interest of efficiency and to ensure implementation of programs, projects, and activities, and to facilitate proper coordination and effective oversight of the procurement process, a regular weekly work meeting for **All members of the BAC Secretariat** shall be held **every Tuesday** from **1:00 – 4:00 pm** at the **Division Library**.
2. This regular work meeting aims to:
 - a. Review and discuss updates on on-going procurements.
 - b. Ensure timely and accurate documentation and implementation of BAC activities.
 - c. Address any issues and concerns related to procurement procedures.
 - d. Strengthen coordination among BAC Secretariat Members for the effective implementation of programs, projects, and activities.
3. All BAC Secretariat members are hereby required to regularly attend the scheduled meetings. In cases where a member is unable to attend, prior notice and justification should be given to the BAC Chairman for proper consideration.



Address : Tanqui, City of San Fernando
2500 La Union
Tel. No. : (072) 607-4715
Email : sanfernando.city1@deped.gov.ph

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____

ISO CERTIFIED 9001 : 2015





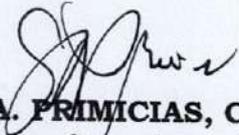
POSTED

Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

4. In addition, **Ms. LENILET PASCUA** is hereby tasked to receive and log all incoming Purchase Requests from the end-users.
5. For your information and guidance.


SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent



Address : Tanqui, City of San Fernando
2500 La Union
Tel. No. : (072) 607-4715
Email : sanfernando.city1@deped.gov.ph

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____

ISO CERTIFIED 9001 : 2015

