



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025-189

To : Assistant Schools Division Superintendent/Bids and Awards Committee Chair  
Chief Education Supervisor, Schools Governance Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
All Division Section Heads  
All Division Program Owners  
All Division Bids and Awards Committee Regular Members  
All Division Bids and Awards Committee Secretariat Members  
All concerned

Subject: **REMINDER FOR THE DEADLINE SUBMISSION OF PROCUREMENT DOCUMENTS TO THE DIVISION BAC**

Date: November 14, 2025

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As the fiscal year-end 2025 is nearly approaching, and to ensure that all funds and procurements are properly implemented within the designated timeline, this is to formally remind all concerned offices/divisions that the **deadline for the submission of procurement documents to the Bids and Awards Committee (BAC) is on November 17, 2025.**

Please ensure that all required documents are completed, signed, and submitted to the BAC Secretariat on the said deadline.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

SGOD/BPM/lji

**RELEASED**

**NOV 21 2025**

RECORDS SECTION, SDO PANABO CITY

BY



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