PURCHASE ORDER

Department of Education
SCHOOLS DIVISION OF DIGOS C.
Agency / Procuring Entity

Supplier	MEGAN FUNCTION HALL	P.R. No.	25-01-008
Address	Corner Lim Bataan Aplaya, Digos City	P.O. No.	25-01-0013
Telephone	09464260937	Date	January 30, 2025
TIN	277-845-363-000	Mode of Procurement:	Lease of Real Propert and Venue

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of	DEPED DIGOS CITY DIVISION
	COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY
Date of	As scheduled base on PO.
Payment	WITHIN 30 DAYS

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot1	head	Lease of Real Property and Venue, Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2025 on January 31, February 21, April 18, May 23, July 25, August 29, October 24, and December 17, 2025 Snacks (Morning and Afternoon) Chicken bihon guisado with bread Beef spaghetti with bread Chicken bam-I with bread Assorted kakanin Fresh fruit juices Finger food Lunch (Viands) - 2 different kinds (2 main course, 1 soup, 1 appetizer) Vegetables Sweet and sour fish Chicken soup Garlic chicken Beef caldereta Sotanghon noodles Salad as appetizer Rice Drinks Dessert Inclusions: Hot/cold water, coffee, hand soap and alcohol, tarpaulin (backdrop), sound system, tables, chair Buffet arrangement	96	595 per head/8 days	456,960.00
		SUBJECT TO WITHHOLDING TAX	TOTAL		
Total Amount in words:		*Four Hundred Fifty Six Thousand Nine Hundred Sixty Pesos Only.*			₱456,960.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Conforme:

[illegible] 2/11/25

Signature over printed name of Supplier

Date

Funds Available:	**MA. FLORINEL GALLARDO, CPA** Accountant III	ORS No.	84
		Amount:	456,960

COMMISSION ON AUDIT
RECEIVED
BY: [illegible]
DATE: 19 FEB 2025
TIME: 11:44

Certified True Copy from Original

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