



PURCHASE ORDER



Department of Education
SCHOOLS DIVISION OF DIGOS CITY
Agency / Procuring Entity

Supplier : MEGAN FUNCTION HALL
Address : Corner Lim Bataan Aplaya, Digos City
Contact No. : 9660423704
TIN : 277-845-363-000

P.R. No.: 25-05-071
P.O. No.: 25-06-0098
Date: June 2, 2025
Mode of Procurement: Lease of Real Property and Venue

Gentlemen:

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

Place of Delivery : DEPED DIGOS CITY DIVISION
COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY
Date of Delivery : June 10, 2025
Payment Term : WITHIN 30 DAYS

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
Lot 1	head	"Lease of Real Property and Venue, Catering Services for the Conduct of Training-Workshop on the Administration of Rapid Mathematics Assessment (RMA) for Key Stages 2 and 3 Teachers and School Heads on June 10, 2025 June 10, 2025 AM Snacks: Special empanada with canned assorted fruit flavored juice Lunch: Steamed rice, grilled chicken with mango salsa, buttered vegetables, cream of mushroom soup, fresh assorted fruits, and fresh fruit juice PM Snacks: Tuna sandwich with bottled juice Inclusions: Food buffet at the venue; Use of sanitized Function Room with alcohol; Use of clean comfort rooms with hand soap and alcohol; Tarpaulin (6 ft by 8ft) backdrop; tables and chairs; rostrum; Philippine flag; Functional basic sound system; Microphones with and without stand; 3 widescreens; LCD projectors; Water with hot & cold dispenser; Complimentary flowing coffee/tea during sessions; Pica-pica and strong internet connection	170	595.00	101,150.00
SUBJECT TO WITHHOLDING TAX			Total		
Total Amount in words: <u>One Hundred One Thousand One Hundred Fifty Pesos Only</u>			P101,150.00		

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:

WENDY MARIE SAMSON

Signature over printed name of Supplier

Funds Available:

MA. FLORINEL GALLARDO, CPA
Accountant III

ORS No:

Amount:

782

101,150

