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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. : **092 8887**
TIN : **[REDACTED]**

P.R. No.: **25-05-061**
P.O. No.: **25-05-0082**
Date: **May 22, 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 : **September 25-26, 2025**
Payment Term : **WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
Lot 1		"Lease of Real Property and Venue, Meals and Snacks, and Accommodation, and Procurement of Supplies for the School-Based Management (SBM) and Gender and Development Quarterly Pocket Meeting CY 2025 on September 25-26, 2025			
	head	Day 1 - September 25, 2025 Accommodation: 1 Standard Room - Double occupancy 11 Standard Rooms - Triple occupancy Arrival time: 4:00-5:00PM Dinner: Rice, nilagang bisaya na manok, grilled tuna fish, vegetable salad, fresh fruit, and fresh fruit juice Day 2 - September 26, 2026 Breakfast: Managed buffet breakfast (Chef's discretion) to include rice, 2 viands, bread, egg, fresh fruit, coffee, and Milo AM Snacks: Cassava cake and fresh fruit drinks Lunch: Rice, nilagang baka, barbecue chicken, garden salad, assorted mini cakes, papaya, and fresh fruit juice PM Snacks: Banana loaf and fresh fruit juice Inclusions: Use of sanitized function room with alcohol; tarpaulin backdraft; tables and chairs; rostrum; Philippine flag; functional basic sound system; microphones with stand; 2 widescreen; LCD projectors, whiteboard with markers and erasers; water with hot & cold dispenser; complimentary flowing coffee and milo during sessions; pica-pica and strong internet connection	35	2,099.00	73,465.00
	piece	Souvenir items, mug/tumbler	35		
SUBJECT TO WITHHOLDING TAX			TOTAL		
Total Amount in words: Seventy Three Thousand Four Hundred Sixty Five Pesos Only					P73,465.00

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:

[Signature]
Signature over printed name of Supplier
Date **4/27/2025**

Funds Available:

MA. FLORINEL GALLARDO, CPA
Accountant III

ORS No:

730

Amount:

73,465

