



PURCHASE ORDER

Department of Education
SCHOOLS DIVISION OFFICE - DIGOS CITY
Agency / Procuring Entity



Supplier : JEM'S SCHOOL AND OFFICE SUPPLIES TRADING
Address : Purok 4, Matti, City of Digos, Davao del Sur
Contact No. :
TIN :

P.R. No.: 25-10-148
P.O. No.: 25-11-0205
Date: November 17, 2025
Mode of Procurement: Small Value Procurement

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 : Within 15 Calendar days upon receipt of PO.
Payment Term : WITHIN 30 DAYS

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 3	piece	Supply and Delivery of Literacy-based Board Games	54	750	40,500.00
	piece	Scrabble, with specifications: x16 in dimension, Foldable wooden board, 100 high-quality wooden letter tiles with felt backing	81	550	44,550.00
	piece	Word factory, with specifications: 13x13 in dimension, With 22 letter, With sand timer, Grid base, Cover			
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		₱85,050.00

Total Amount in words: Eighty Five Thousand and Fifty Pesos Only.

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:

Mar Neil M. Corp
Signature over printed name of Supplier
12/05/2025
Date

Funds Available:

PER RELEASE OF
CASH ALLOCATION

MA. FLORINEL GALLARDO, CPA
Accountant III

ORS No:

Amount:

1920

25,060

