

PURCHASE ORDER



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



Supplier : **GREENLEAF HOTEL GENSAN**
Address : **San Miguel St. Brgy. Lagao, General Santos City**
Contact No. :
TIN :

P.R. No.: **26-11-163**
P.O. No.: **26-12-0232**
Date: **December 15, 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 : **As per schedule needed**
Payment Term : **WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 1	head	Lease of Venue with Meals, Snacks, and Accommodation for the Activity: AI and Self-Mastery: Empowering Non-Teaching Personnel for Excellence on December 17-19, 2025 December 17-19, 2025 Start: Day 1 AM Snacks End: Day 3 Breakfast Specifications: Airconditioned venue with projector, sound system, microphones, internet connectivity Overflowing coffee with hot and cold water Finger foods (peanuts/crackers/kropeck) Inclusive of 8x16ft Tarpaulin 2 Food stations 1 VIP set-up Please see attached page for menu	160	4,000.00	640,000.00
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		

Total Amount in words: **Six Hundred Forty Thousand Pesos Only****P640,000.00**

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,

Conforme:

VANESSA A. AUDE

Signature over printed name of Supplier

Date

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

Funds Available:

**PAYMENT SUBJECT TO
CASH ALLOCATION****MA FLORINE GALLARDO, CPA**
Accountant III

ORS No:

Amount:

2276**640,000**