

PURCHASE ORDER

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

Supplier: **MELAN FUNCTION HALL**
Address: **Corner Lim Bataan Aduya's, Digos City**
Contact No.: [REDACTED]
TIN: [REDACTED]

P.R. No. 28-11-182
P.O. No. 28-12-9224
Date: December 5, 2025
Mode of Procurement: Lease of Real Property and Venue

Condition: 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 BTR., DIGOS CITY
Date of Delivery: **As per schedule needed**
Payment Term: **WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
18.3018.3018		Lease of Venue with Meals, Snacks, and Accommodation for the Regional Roll-Out Training on Strong Families Programme and Family United on December 10-13, 2025			
101	head	Day 1 - December 10, 2025 AM Snacks: Empanada chicken with camote fries, and fresh mango juice Lunch: Rice, pork menudo, tuna kinitaw, garlic chicken, egg soup, macaroni salad, and cucumber fresh juice PM Snacks: Clubhouse sandwich, French fries, and fresh fruit orange juice Dinner: Rice, beef steak, chicken afritada, tuna steak grilled, butternut squash soup, fruit salad, and cucumber fresh juice Day 2 - December 11, 2025 Breakfast: Rice, egg omelet, chicken hotdog, pork tocino, coffee with cream and white sugar, and milk AM Snacks: Rice cake baked and pineapple juice Lunch: Rice, fish fillet (tuna), braised ham mock with salted black beans (pork humba), native chicken soup (inolang bisayang manok), mango tapoca, and cucumber juice PM Snacks: Ubo hopia and fresh buko juice Dinner: Garlic rice, stewed pork (sinigang na baboy), pancit canson seafoods, adobong manok, fresh fruits (watermelon and pineapple), and fresh watermelon juice Day 3 - December 12, 2025 Breakfast: Fried rice, boneless bangus, scrambled egg with sausage, buttered chicken, coffee with creamer, white sugar, milk, and milk AM Snacks: Durian pie and fresh calamansi juice Lunch: Rice, chop suey pork, chicken inasal, beef Caldereta, egg soup, and buko pandan with sago PM Snacks: Waffle cheese flavor with banana chips, and fresh buko juice Dinner: Rice, pork barbecue, beef mechado, chicken noodle soup, and watermelon juice Day 4 - December 13, 2025 Breakfast: Rice, chicken tocino, egg with bitter melon, bacon, mushroom soup, coffee with creamer, white sugar, milk, and milk Inclusions: Overflowing coffee, tarpaulin for backdrop, sound system with three (3) wireless microphones, pica pica/finger food, WIFI, LCD projector with screen, whiteboard, and markers	40 head per day	\$ 397.00	215,880.00
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		
Total Amount in words:		Two Hundred Fifteen Thousand Eight Hundred Eighty Pesos Only.			P215,880.00

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:

Nancy C. [Signature]
Signature over printed name of Supplier

Date:

12/27/25

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Funds Available:

[Signature]
MR. FLORENCE GALLARDO, CPA
Accountant

ORS No:

1149

Amount:

15,850

