

PURCHASE ORDER



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



CMM

Supplier : PRINTAHAN DIGITAL MARKETING SERVICES
Address : Aurora Extension, San Jose, Digos City
Contact No. :
TIN :

P.R. No.: 25-10-132
P.O. No.: 25-11-0195
Date: November 5, 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
					GRAND TOTAL
lot 6	page	Supply and Delivery of Printing Services for the implementation of Multi Grade Program 'Budget of Work, with specifications: Book size: A4 (8.3" x 11.7") Including Cover Page Cover stock: Foldcote Cal. 12 solid white Inside pages: uncoated textpaper Basis wt.: 70 gsm with -3% Opacity: 90% with -3% Brightness: 80% with -3% Colors: Cover 4 colors with 1 Side UV Coating Colors: Inside pages Black (NOT back-to-back print) Finishing/Binding: Perfect Binding (Please see attached list of Budget of Work)	16488	0.74	12,201.12
	page	Leveled Readers, with specifications: Book size: A4, (8.3" x 11.7") Including Cover Page Cover stock: Foldcote Cal. 12 solid white Inside pages: Uncoated textpaper Basis wt.: 70 gsm with -3% Opacity: 90% with -3% Brightness: 80% with -3% Colors: Cover 4 colors with 1 Side UV Coating Colors: Inside pages Black (NOT back-to-back print) Finishing/Binding: Perfect Binding (Please see attached list of Leveled Readers)	70956	0.74	52,507.44

SUBJECT TO WITHHOLDING TAX

GRAND TOTAL

₱64,708.56

Total Amount in words: Sixty Four Thousand Seven Hundred Eight Pesos and 56/100

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

Conforme:

LORETO GALLARDO
Signature over printed name of Supplier

Date

11/06/25
MA. FLORINEL GALLARDO, CPA
Accountant III

ORS No:

Amount:



1806
64,708.56