

PURCHASE ORDER



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



Supplier : **MEGAN FUNCTION HALL**
Address : **Corner Lim Bataan Aplaya, Digos City**
Telephone : **09464260937**
TIN : **277-845-363-000**

P.R. No.: **25-01-010**
P.O. No.: **25-02-0017**
Date: **February 10, 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 : **DEPED DIGOS CITY DIVISION
COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY**
Date of : **As goods and services needed**
Payment : **WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 1	head	Procurement and Delivery of: Catering Services during the Written Examination, Open Assessment, and Interview of Applicants for the Various Positions (24 times) on February 14, 18, March 6, 20, April 10, 24, May 14, 27, June 11, 25, July 9, 23, August 13, 27, September 11, 22, October 14, 29, November 12, 18, December 4, 10, 16 & 18, 2025 Snacks (selected only) Assorted kakanin Finger foods Sandwich Noodles Lunch (selected only) Steamed rice Chicken Beef Fish Vegetables Noodles Packed meals Place of every delivery will be communicated	10	300.00 times 24	72,000.00
SUBJECT TO WITHHOLDING TAX			TOTAL		
Total Amount in words: Seventy Two Thousand Pesos Only					₱72,000.00

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,

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

Conforme:

Dancy C. Nijares
Dancy C. Nijares
Signature over printed name of Supplier

Date **2/11/25**



Funds Available:

MA. FLORINEZ GALLARDO, CPA
MA. FLORINEZ GALLARDO, CPA
Accountant III

142
72,000

Certified True Copy from *[Signature]*