

SJM

PURCHASE ORDER



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



Supplier : MEGAN FUNCTION HALL
Address : Corner Lim Bataan Aplaya, Digos City
Contact No. :
TIN :

P.R. No.: 25-11-181
P.O. No.: 25-12-0226
Date: December 5, 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		Supply and Delivery of Meals and Snacks for the Conduct of the Two-day Leadership Training of Division Federated Learner Government Officers and Teacher-Advisers on December 12-13, 2025 Specifications: Place of delivery: Kapatagan NHS Type of serving: Buffet type			
	head	Day 1 - December 12, 2025 AM Snacks: Bihon (chicken) with toasted bread, and canned fruit juice (four seasons, mango, and pineapple) Lunch: Steamed rice, cream mushroom soup, garden fresh salad, beefsteak, crispy buttered chicken, canned fruit juice (four seasons, mango, and pineapple), and fresh fruit salad PM Snacks: Chocolate moist cake with canned fruit juice Dinner: Steamed rice, fish (tuna) tinola, chicken adobo, crispy chicken fillet, mango tapioca, and canned fruit juice	100 heads per day	1,399.00	139,900.00
	head	Day 2 - December 13, 2025 Breakfast: Steamed rice, scrambled eggs, tuna paksiw, egg drop soup, comed beef with veggies, sliced fruits AM Snacks: Ube pie with canned fruit juice Lunch: Steamed rice, com soup, chicken pancit canton, beef karekare with bagoong (separate container), grilled fish, buko pandan, and fresh fruit juice PM Snacks: Spaghetti (beef or chicken) with toasted garlic bread and canned fruit juice Inclusions: Overflowing coffee, chocolate milk, and mineral water			
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		

Total Amount in words: One Hundred Thirty Nine Thousand Nine Hundred Pesos Only. P139,900.00

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:

[Handwritten Signature]
Dorey C. Nijzen
Signature over printed name of Supplier
Date: Dec. 15, 2025

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

Funds Available:

[Handwritten Signature]
MA. FLORIMEL GALLARDO, CPA
Accountant III

ORS No:

Amount:

COMMISSION ON AUDIT
RECEIVED

2199
139,900

BY: *[Handwritten Signature]*
DATE: 16 DEC 2025
TIME: 8:20