SWMM

PURCHASE ORDER

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

Supplier	PRINTAHAN DIGITAL MARKETING SERVICE	P.R. No.:	25-11-164
Address	AURORA EXT., SAN JOSE, DIGOS CITY	P.O. No.:	25-12-0242
Contact No.	09103344269	Date:	December 18, 2025
TIN	132-102-2837	Mode of Procurement:	Small Value Procurement

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 07 JAN 2026
TIME: 2:26

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
lot 1		**Procurement of Services for the Printing and Delivery of Storybooks for Emergency Situations**			
	piece	Title: Grandma Sula Technical specifications: Paper size: 8.26" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 21	140	46.50	6,510.00
	piece	Title: Anaya's Thumb Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 9	140	28.50	3,990.00
	piece	Title: Playtime Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 10	140	30.00	4,200.00
	piece	Title: How do you feel? Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 11	140	31.50	4,410.00
	piece	Title: Ant and Bread Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 12	140	33.00	4,620.00
	piece	Title: Drake the Magical Dragon Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: Uncoated book paper, at least 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 7	140	25.50	3,570.00
	piece	Title: Look Up Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 12	140	33.00	4,620.00
	piece	Title: I am not afraid!	140	31.50	4,410.00
	piece	Title: Dolly and Her Little Umbrella Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 6	140	24.00	3,360.00
	piece	Title: Mister Spout Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 11	140	31.50	4,410.00
	piece	Title: Going to buy a book Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 9	140	28.50	3,990.00
	piece	Title: Too big, too small Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 13	140	34.50	4,830.00
	piece	Title: Under my bed Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 11	140	31.50	4,410.00
	piece	Title: My Juggling Granny Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 7	140	25.50	3,570.00
	piece	Title: What Danny Wants Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 9	140	28.50	3,990.00
	piece	Title: Now I've Got You Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 16	140	39.00	5,460.00
		SUBJECT TO WITHHOLDING TAX	Sub-total		₱70,350.00
Total Amount in words:		*Seventy Thousand Three Hundred Fifty Pesos Only*			

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:

LORENZO CAPPS
Signature over printed name of Supplier

1/6/26
Date

Funds Available:	ORS No: 2334
MA. FLORINE GALLARDO, CPA Accountant III	Amount: 104,742.50

PURCHASE ORDER

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SCHOOLS DIVISION OF DIGOS CITY
Agency / Procuring Entity

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TIN	: 132-102-2837	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
lot 1		**Procurement of Services for the Printing and Delivery of Storybooks for Emergency Situations**			
	piece	Title: A Good Friend Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 12	140	33.00	4,620.00
	piece	Title: Gold Shoes Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote Inside pages: 4 colors Binding: Saddle stitch No. of pages: 6	140	24.00	3,360.00
	piece	Title: I want to hide Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote Inside pages: 4 colors Binding: Saddle stitch No. of pages: 9	140	28.50	3,990.00
	piece	Title: The Tiger in the Traffic Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote Inside pages: 4 colors Binding: Saddle stitch No. of pages: 8	140	27.00	3,780.00
	piece	Title: My Relatives Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote Inside pages: 4 colors Binding: Saddle stitch No. of pages: 13	140	34.50	4,830.00
	piece	Title: Older and Younger Brother Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 13	140	34.50	4,830.00
	piece	Title: Different houses Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 9	140	28.50	3,990.00
	piece	Title: The visitors Technical specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: 70gsm, 80% Brightness, 90% Opacity Cover page: Fold Cote 4 colors Inside pages: 4 colors Binding: Saddle stitch No. of pages: 13	145	34.50	5,002.50
		Nothing Follows			
					34,402.50
		SUBJECT TO WITHHOLDING TAX	GRAND TOTAL		₱104,752.50

Total Amount in words: ***One Hundred Four Thousand Seven Hundred Fifty Two Pesos and Fifty Cents Only***

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:

LORETO CUEVAS
Signature over printed name of Supplier

1/6/26
Date

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 07 JAN 2026
TIME: 2:39 h

Funds Available:	ORS No: 2035
MA. FLORINEL GALLARDO, CPA Accountant III	Amount: 104,752.50