

SUPPLY

PURCHASE ORDER



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



Supplier : **PRINTAHAN DIGITAL MARKETING SERVICE**
Address : **AURORA EXT., SAN JOSE, DIGOS CITY**
Contact No. :
TIN :

P.R. No.: **25-11-186**
P.O. No.: **25-12-0250**
Date: **December 23, 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
lot 1		Procurement of Services for the Printing and Delivery of Learning Packets for Emergency Situations Learning Packets for Emergency Situations Technical Specifications: Paper size: 8.25" x 10.75 (Portrait) Paper type: Uncoated book paper, at least 70gsm, 80% Brightness, 90% Opacity Color: 1 color only Stapled per set			
	set	Grade 1 - 30 pages	1414	22.79	32,217.99
	set	Grade 2 - 30 pages	1664	22.79	37,914.24
	set	Grade 3 - 30 pages	1758	22.79	40,056.03
	set	Grade 4 - 30 pages	1871	22.79	42,630.74
	set	Grade 5 - 30 pages	1638	22.79	37,321.83
	set	Grade 6 - 30 pages	1571	22.79	35,795.24
	set	Grade 7 - 30 pages	2679	22.79	61,041.02
	set	Grade 8 - 30 pages	1729	22.79	39,395.27
	set	Grade 9 - 30 pages	1442	22.79	32,855.97
	set	Grade 10 - 30 pages	1355	22.79	30,873.68
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		

Total Amount in words: **Three Hundred Ninety Thousand One Hundred One and 99/100 Pesos Only.** P390,101.99

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:

Signature over printed name of Supplier
Date: 1/12/26

Funds Available:

MA. FLORIMEL GALLARDO, CPA
Accountant III

ORS No:

Amount:

COMMISSION ON AUDIT RECEIVED
BY:
DATE: **13 JAN 2026**
TIME: **9:13**

3391
390,101.99