

Republic of the Philippines
 Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

PURCHASE ORDER

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

P.R. No.: **2026-05-0019**
 P.O. No.: **2026-05-0022**
 Date: **May 26, 2026**
 Mode of Procurement: **Direct Acquisition**

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 : **UPON COMPLETION OF DOCUMENTARY REQUIREMENTS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 1	head	Procurement of Catering Services for the 2026 Brigada Eskwela Kick Off 100 heads Schedule: June 1, 2026 (8:30AM - 4:30PM) Place of delivery: Cogon Elementary School, Barangay Cogon, Digos City Type of serving: Buffet Station to be set-up at venue Meals and Snacks Lunch: (To be served at 11:30AM) Birds' nest soup, orange chicken, beef kare-kare, chicken chopsuey, plain rice, fresh fruits, bottled water, and canned fruit juice AM Snacks: Clubhouse sandwich, canned fruit juice, and bottled water PM Snacks: Beef burger, fruit juice, and bottled water	100	500.00	50,000.00
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		

Total Amount in words: **Fifty Thousand Pesos Only** **P50,000.00**

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,

Conforme:

WENDY MARIE F. SAMSON

Signature over printed name of Supplier

05/26/26
 Date

MELANIE M. GARCIA, PhD, CESO VI
 Schools Division Superintendent

**COMMISSION ON AUDIT
 RECEIVED**

BY: _____
 DATE: **6 JUN 2026**
 TIME: _____
 AMOUNT: **11,200**

Funds Available:

MA. FLORIAN GALLARDO, CPA
 Accountant III

672
50,000