



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF Digos City



PURCHASE ORDER

Supplier : **EZ SERVE MARKETING OPC**
Address : **Estrada 1st. Brgy. Zone II, Digos City, Davao del Sur**
Contact No. :
TIN :

P.R. No.: **2026-06-0025**
P.O. No.: **2026-06-0028**
Date: **June 23, 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
		Procurement of supplies and materials for the of conduct graduation and completion ceremony of ALS Passer SY 2025-2026			
	pc	Certificate Holder (A4 size)	500	70.00	35,000.00
	pc	Photo Frame (A4 size)	6	150.00	900.00
	pack	Invitation Paper (Size: legal, pack)	5	150.00	750.00
	roll	Ribbon (color: green; Width: 2 inches)	2	250.00	500.00
	roll	Ribbon (color: blue; Width: 2 inches)	5	250.00	1,250.00
	meter	Cloth for leis (Native-inspired)	10	450.00	4,500.00
	box	Thumbtucks	5	18.00	90.00
	pads	Pins	10	15.00	150.00
	set in bottle	Canon GI-790 dye-based ink (Black, cyan, magenta, yellow)	10	1,900.00	19,000.00
	set in bottle	Canon GI-71/GI-71S dye-based ink (Black, cyan, magenta, yellow)	15	2,030.00	30,450.00
	ream	Paper Multipurpose (copy) A4, 70 gsm	58	245.00	14,210.00

SUBJECT TO WITHHOLDING TAX

GRAND TOTAL

Total Amount in words: **One Hundred Six Thousand Eight Hundred Pesos Only**

P106,800.00

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:

Signature over printed name of Supplier

Date

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

Funds Available:

MA FLORINE GALLARDO, CPA
Accountant III

ORS No:

Amount: **AUDIT**

COMMISSION RECEIVED

BY: **29 JUN 2026**