

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. : [REDACTED] TIN : [REDACTED]			P.R. No.: 26-03-012 P.O. No.: 26-03-0011 Date: March 23, 2026 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 : Subject to cash allocation					
ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 6	head	Catering Services (Meal and snacks) for the conduct of the activity titled Celebrating Women: Gender Sensitivity and Development in the Workplace 30-Mar-26 Morning Snacks: Buffet (Filipino Style) Assorted kakanin (Puto, Kutsinta, Bibingka, Sapin-Sapin, Mini Empanadas or Siopao, Turon) Fresh Fruit Platter (mango, pineapple, watermelon) Beverages (coffee, tsokolate (Filipino hot chocolate), calamansi juice) Lunch: Steamed rice, Pork Lechon, Grilled tuna, Chicken adobo. Fresh lumpia served with peanut sauce, creamy corn soup, fresh fruits (pineapple and water melon), bottled soft drinks Afternoon Snacks: Fried banana rolls with scoop of ice cream Fresh Fruit Shakes (Mango, Melon, or Pineapple) Inclusion: projector, sound system, clean comfort rooms with hand soap and alcohol overflowing coffee/milo, water, pika-pika (nuts and crackers), tissue paper and Tarpaulin	110	600.00	66,000.00
lot 10	head	Catering Services (Meal and snacks) for the conduct of the activity titled Packaging for Success: AGILA/EAGLE Document Preparation Workshop AM Snacks: Special Chicken siopao, Canned fruit Juice Lunch: Steamed Rice, Fish escabeche, Buttered Chicken, Tuna kinilaw, Garden salad, Creamy Mushroom Soup, Fresh Fruits, and bottled Soft drinks PM snacks: Baked macaroni and canned fruit juice Inclusion: tarpaulin, alcohol, tissue paper, overflowing coffee/milo, water, pika-pika (nuts, and crackers)	50	500.00	25,000.00
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		
Total Amount in words:		NINETY ONE THOUSAND PESOS ONLY.			P91,000.00
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.					
Conforme:		Very truly yours, Signature over printed name of Supplier Date: 3/24/24 MELANIE P. ESTACIO, PhD, CESO VI Schools Division Superintendent			
Funds Available: DISBURSMENT SHALL BE SUBJECT TO CASH ALLOCATION:		ORS No: 833 Amount: 91,000			