

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. :
TIN :

P.R. No.: **26-03-013**
P.O. No.: **26-03-0012**
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
	head	Lunch and snacks Provision of food during the conduct of Written Examination, Open Assessment, and Interview of Applicants for the Various Positions (24 times) 8:00am-12:00nn 1:00pm-5:00pm February 20, 2026 February 18, 2026 February 6, 2026 March 13, 2026 March 10, 2026 March 6, 2026 May 15, 2026 May 10, 2026 May 8, 2026 June 19, 2026 June 16, 2026 June 26, 2026 August 14, 2026 August 12, 2026 August 12, 2026 September 11, 2026 September 9, 2026 September 18, 2026 November 20, 2026 November 18, 2026 November 10, 2026 December 11, 2026 December 13, 2026 November 17, 2026 Snacks (selected only) Assorted kakanin Finger foods Sandwich Noodles Lunch (selected only) Steamed rice Chicken Beef Fish Vegetables Noodles Packed meal 10 heads- Division MOOE= 72,000.00	10 per session	300.00	72,000.00

SUBJECT TO WITHHOLDING TAX

GRAND TOTAL

Total Amount in words: **SEVENTY TWO THOUSAND PESOS ONLY**

P72,000.00

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:

Signature over printed name of Supplier

Date

MELANIE R. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Funds Available:
DISBURSEMENT SHALL
BE SUBJECT TO CASH

MA. FLORIMEL GALLARDO, CPA
Accountant III

ORS No:

Amount:



ALLOCATION :