



PURCHASE ORDER



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

Supplier : **JP'S CONSUMER GOODS TRADING**
Address : **Purok Mangga, Mabini Extension, San Miguel, Digos City**
Contact No. :
TIN :

P.R. No.: **25-07-088**
P.O. No.: **25-08-0136**
Date: **August 14, 2025**
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 : **WITHIN 30 DAYS**

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
lot 1	head	Lease of Real Property and Venue, Accommodation, and Catering Services for City on August 14-15, 2025 the Activity Titled: Enhancing School-Level Grievance Handling and Complaint Management: A Capacity Building for Public School Heads in Digos 'Day 1 - August 14, 2025 AM Snacks: Cassava cake, and fresh fruit drinks Lunch: Rice, chicken afritada, salad, beef steak, tinolang manok, soda, sliced pineapple and watermelon PM Snacks: Saging fries cut coated with sugar, and iced tea Dinner: Rice, sinigang na baboy, beef caldereta, bihon guisado, and soda 'Day 2 - August 15, 2025 Breakfast: Rice, chicken joy, fried egg, vegetable salad, soup, and iced tea AM Snacks: Fresh fruit juice, and chicken bam-I with two slices of tasty bread Lunch: Steamed rice, chicken adobo, fish tinola (tuna), vegetable salad, fresh juice, pineapple and watermelon PM Snacks: Pineapple juice, and spaghetti with two slices of tasty bread Inclusions: Use of sanitized function room with alcohol; tarpaulin for backdraft; tables and chairs; rostrum; Philippine flag; functional basic sound system; microphones with and without stand; 2 widescreens; LCD projectors; water with hot & cold dispenser; complimentary flowing coffee/tea/milo during sessions; pica-pica and strong internet connection.	63 heads/day	1,293.65	163,000.00
SUBJECT TO WITHHOLDING TAX			TOTAL		

Total Amount in words: **One Hundred Sixty Three Thousand Pesos Only.** **₱163,000.00**

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,

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

Conforme:

PJ. Camilleri T. Favelon
Signature over printed name of Supplier
08/28/25
Date

Funds Available:

MA. FLORNEL GALLARDO, CPA
Accountant III

ORS No:

1279

Amount:

163,000

