

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.: 26-02-010
P.O. No.: 26-03-0010
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 1	head	Lease of Venue with Meals and Snacks for the Management Committee (MANCOM) Meeting for CY 2026 Schedule: (Subject to change. Final dates will be communicated) 6-Apr-26 30-Apr-26 15-May-26 19-Jun-26 14-Aug-26 11-Sep-26 20-Nov-26 11-Dec-26 Meals specifications: Buffet arrangement Snacks: (Morning and afternoon) Chicken binon guisado with bread Beef spaghetti with bread Assorted kakanin Fresh fruit juices Chicken bam-i with bread Finger foods Viands: (Lunch) Different kinds as agreed (2 main course, 1 soup, 1 appetizer) Vegetables Fish (sweet and sour) Soup (chicken) Chicken (garlic) Beef (caldereta) Noodles (sotanghon) Salad as appetizer Rice, Drinks, Dessert Inclusions: Hot/cold water, coffee, hand soap and alcohol, tarpaulin (backdrop), sound system, labies, chairs	96	494 (8 times)	379,392.00
SUBJECT TO WITHHOLDING TAX			GRAND TOTAL		
Total Amount in words: <u>Three Hundred Seventy Nine Thousand Three Hundred Ninety Two Pesos Only.</u>					P379,392.00

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. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Funds Available:

DISBURSEMENT SHALL
BE SUBJECT TO CASH

MA. FLORINEL GALLARDO, CPA
Accountant III

ORS No:

Amount:

340

379,392

ALLOCATION:

