

# PURCHASE ORDER

## Department of Education - Schools Division of South Cotabato

Supplier: <b>VILLA PRINCESSITA</b>	P.O. No.: <b>24-150</b>
	Date: <b>October 14, 2024</b>
Address: Arellano St., Zone II, Koronadal City, South Cotabato	PR No.: <b>DSC-24-09-180</b>
TIN No.: 109-005-963-000	Mode of Procurement: <b>Lease of Real Property and Venue (above 50K)</b>

Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>Koronadal City, South Cotabato</b>	Delivery Term: <b>Three (3) Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of NTP</b>	Payment Term: <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Lease of venue with meals and accommodation for the conduct of Division Roll-out Training Workshop on Child Protection Committee Functionality and Orientation on Learner Rights and Protection Policies on November 12-14, 2024 (Live-In)</b>	1		<b>120,900.00</b>
	pax	November 12, 2024 (Live-In) - accommodation, venue, AM snacks, Lunch, PM snacks, Dinner) November 13 (Live-In) - accommodation, venue, Breakfast, AM snacks, lunch, PM snacks, Dinner	39	2,480.00	<b>96,720.00</b>
	pax	November 14, 2024 (Live-Out) - venue, Breakfast, AM snacks, Lunch	39	620.00	<b>24,180.00</b>

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

**TOTAL: Php 120,900.00**

**(Total Amount in Words) One Hundred Twenty Thousand Nine Hundred Pesos**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed to undelivered items.

Very truly yours,

Conforme:

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

**VILLA PRINCESSITA**

Signature over Printed Name

*Oct. 23, 2024*

Date

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS No. : 2024-10-06248

Date of the ORS/BURS : 16 OCT 2024

Amount : 120,900.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name