Appendix 61

DEPED QUEZON
ICT UNIT
UPLOADED
Date/Time: SEP 16 2025
By: AKI 3:00 pm
Ref. No. NOA 81-25

# PURCHASE ORDER

## DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: M.I. SEVILLA RESORT
Address: BRGY. DOMOIT, LUCENA CITY
TIN 176-763-942-000

P.O. No.: 2025-09-0238
Date: SEPTEMBER 10, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 15 Calendar Days upon receipt of PO
Payment Term 30 working days

| Stock No. | Unit | Item Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | BATCH 1 Sept 25, 2025<br>BATCH 2 Sept 26 2025 | | | |
| | PAX | Sept 25, 2025<br>FOOD/VENUE<br>Food: Breakfast, AM Snack, Lunch, PM Snack | 551 | 799.00 | 440,249.00 |
| | PAX | Sept 26, 2025<br>FOOD/VENUE<br>Food: Breakfast, AM Snack, Lunch, PM Snack | 482 | 799.00 | 385,118.00 |
| | | **SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF 2ND DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025** | | | |
| | | **GRAND TOTAL** | | | **825,367.00** |

(TOTAL Amount In Words) **EIGHT HUNDRED TWENTY FIVE THOUSAND THREE HUNDRED SIXTY SEVEN PESOS ONLY**

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 on the undelivered item/s.

Conforme:

MA. LUISA A. DE GUZMAN
M.I. SEVILLA RESORT
Signature over Printed Name of Supplier

15 SEP 2025
Date

Very truly yours,

**ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available :

**EDMUNDO MARIN, JR.**
Accountant III

ORS/BURS No. :
Date of the ORS/BURS :
Amount