



DEPED QUEZON
ICT UNIT

Appendix 61

PURCHASE ORDER

DEPARTMENT OF EDUCATION

DIVISION OF QUEZON

UPLOADED
Date/Time: SEP 16 2025
By: AKI 3:03 PM
Ref. No. NOA 82-25

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

P.O. No.: 2025-09-0189
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
	PAX	Sept 18-19, 2025 Sept 18, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner	40	1,189.00	47,560.00
	PAX	SEPT 19, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks, & Dinner	40	1,189.00	47,560.00
SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF DIVISION ORIENTATION ON INTERNAL QUALITY AUDIT (IQA) PROCEDURES UNDER THE PROCEDURES AND WORK INSTRUCTION MANUAL (PAWIM)					
GRAND TOTAL					95,120.00

(TOTAL Amount In Words) **NINETY FIVE THOUSAND ONE HUNDRED TWENTY 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:

[Signature]
For: M.I. SEVILLA RESORT

Signature over Printed Name of Supplier

15 SEP 2025

Date

Very truly yours,

[Signature]
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 _____