

PURCHASE ORDER

Department of Education - Division of General Santos City



Supplier: **GREENLEAF HOTEL GENSAN** P.O. No.: PO 2023-03-064
 Address: San Miguel St., Brgy. Lagao, General Santos City Date: **APR 19 2023**
 TIN: _____ Mode of Procurement: ~~Alternative~~ Lease of Venue

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

Place of Delivery: General Santos City Delivery Term: within 1 day/s
 Date of Delivery: _____ Payment Term: Auto Debit Account

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Day 1: Catering Services with Venue: One (1) Meal (Rice, 3 Main Course, Soup, dessert and drinks) for Lunch Two (2) Snacks for Morning and Afternoon Session on May 5, 2023 ✓	150	800.00	120,000.00
	pax	Day 2: Catering Services with Venue: One (1) Meal (Rice, 3 Main Course, Soup, dessert and drinks) for Lunch and Two (2) Snacks for Morning and Afternoon Session on May 6, 2023 ✓	150	800.00	120,000.00
	pax	Day 3: Catering Services with Venue: One (1) Meal (Rice, 3 Main Course, Soup, dessert and drinks) for Lunch and Two (2) Snacks for Morning and Afternoon Session on May 12, 2023 ✓	150	800.00	120,000.00
	pax	Day 4: Catering Services with Venue: One (1) Meal (Rice, 3 Main Course, Soup, dessert and drinks) for Lunch and Two (2) Snacks for Morning and Afternoon Session on May 13, 2023 ✓	150	800.00	120,000.00
		General Specifications: *One (1) Unit LED Wall *One (1) Big Function Room *2 breakout rooms *Buffet Table Setup (3 stations) *Strong Wifi Connections *Free Flowing Coffee *Projector and Screen (2 Units) *Secretariat's Table *Panel Table *4x6 Tarpaulin *30 mL alcohol and 2 pcs face mask for each participants *Tokens for 3 Speakers ***Nothing Follows***			
Catering for Conduct of Orientation and Capacitation on Children's Rights and Protection Policies (V. Fuentes)					

(Total Amount in Words) Four Hundred Eighty Thousand Pesos and 00/100 only **480,000.00**

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

Conforme:

Very truly yours,

SHEENA YEN J. ROMA
 Signature over Printed Name of Supplier

ISAGANI S. DELA CRUZ, CESO V
 Schools Division Superintendent

04-19-2023
 Date

Fund Cluster: _____
 Funds Available: _____
 ORS/BURS No.: _____
 Date of the ORS/BURS/: _____
 Amount: _____

SANDRA J. LACHICA, CPA
 Accountant III