



**PURCHASE ORDER**  
Department of Education - Division of General Santos City

Supplier: <b>GREENLEAF HOTEL GENSAN</b> Address: San Miguel St., Brgy. Lagao, General Santos City TIN:	P.O. No.: PO 2023 - 05 - 086 Date: <b>MAY 30 2023</b> Mode of Procurement: Alternative - Lease of Venue
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>General Santos City</u> Date of Delivery:	Delivery Term: within 2 day/s Payment Term: Auto Debit Account
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Catering Services with Hotel Venue: (1) Meal (Rice, 3 Main Course, Soup, Dessert and Drinks) with Two (2) Snacks for Morning and Afternoon Sessions on June 1, 2023	90	800.00	72,000.00
	pax	Catering Services with Hotel Venue: (1) Meal (Rice, 3 Main Course, Soup, Dessert and Drinks) with Two (2) Snacks for Morning and Afternoon Sessions on June 2, 2023	90	800.00	72,000.00
		General Specifications: *LED Wall *One (1) Big Function Hall *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 *30mL Alcohol and 2 pcs face masks for each participants *Tokens for 3 Speakers  ***** nothing follows *****			-

For Conduct of Orientation and Capacitation on Children's Rights and Protection Policies for School Heads and Guidance Counselors, Guidance Advocate, and Students Government Program Advisers  
(V. Fuentes, Jr.)

<b>(Total Amount in Words) One Hundred Forty Four Thousand Pesos and 00/100 only</b>	<b>144,000.00</b>
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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,

Signature over Printed Name of Supplier

Date

**ISAGANI S. DELA CRUZ, CESO V**  
 Schools Division Superintendent

Fund Cluster: _____ Funds Available: _____	ORS/BURS No.: _____ Date of the ORS/BURS/: _____ Amount: _____
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**MARK ANTHONY D. ESCAMILLA, CPA**  
 OIC - Office of the Accountant III