



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF SAN CARLOS CITY**  
San Carlos City



Document Code: SDO-SCC-QF-OSDS-SUP-002

Revision: 01

Effectivity date: 08-15-19

Name of Office:

**OSDS – SUPPLY OFFICE**

**PURCHASE ORDER**

Reference No: 20260317-009

Date: MARCH 17, 2026

Supplier : **KABALEYAN COVE RESORT INC**

P.O. No: 20260317-009

Address : MAGTAKING, SAN CARLOS CITY, PANGASINAN

Date : MARCH 17, 2026

TIN : 009 - 820 - 481 - 000

Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : KABALEYAN COVE RESORT INC.

Delivery Term : FOB DESTINATION

Date of Delivery : 7 DAYS UPON SUPPLIER SIGNING THE PURCHASE ORDER

Payment Term : 7 DAYS AFTER AVAILABILITY OF CASH

Item	Stock / Property No.	Unit	Item	Quantity	Unit Cost	Amount
1		PAX	<b>AM SNACKS</b>	160.00	100.00	16,000.00
			1 Serving of Creamy Carbonara			
			1 glass of Iced Tea with Lemon			
2		PAX	<b>LUNCH</b>	160.00	400.00	64,000.00
			1 Serving of Mussel Soup			
			1 Serving of Lechon Kawali			
			1 Serving of Medium-Sized Camaron Rebosado			
			1 Serving of Buttered Vegetables			
			1 Cup of Steamed Rice			
			1 piece of Orange Fruit			
			1 Bottle of Purified Water, 330 ml			
3		PAX	<b>PM SNACKS</b>	160.00	100.00	16,000.00
			1 Serving of Tuna Sandwich			
			1 glass of Orange			
4		PAX	<b>DINNER</b>	160.00	400.00	64,000.00
			1 Serving of Potato Soup			
			1 Serving of Chicken Afritada			
			1 Slice of Rellenong Bangus			
			1 Serving Pork Hamonado			
			1 Serving of Sauteed Chayote and Baguio beans with Ground Beef			
			1 Cup of Steamed Rice			
			1 Piece of Apple			
			1 Bottle of Purified Water, 330 ml			
5		PAX	<b>With Accommodation of At most 4 pax per room</b>	160.00	780.00	124,800.00
6		PAX	<b>BREAKFAST</b>	160.00	200.00	32,000.00
			1 Serving of Homemade Beef Tapa			
			1 Serving of Creamy Scrambled Egg			
			1 Piece of Fried Smoked Fish (Galunggong, medium)			
			1 Serving of Vegetable Ensalada			
			1 Cup of Steamed or Fried Rice			

			1 Piece of Medium-sized Banana (Lakatan)			
7		PAX	<b>AM SNACKS</b>	160.00	100.00	16,000.00
			1 Serving of Cheese Pimiento Sandwich			
			1 Glass of Orange Juice			
8		PAX	<b>LUNCH</b>	160.00	400.00	64,000.00
			1 Serving Asparagus Soup			
			1 serving Fish Fillet in Teriyaki Sauce			
			1 Serving Chicken Barbecue			
			1 Serving Sprouted Monggo with carrots, bell pepper, tokwa & shrimp			
			1 Cup Steamed Rice			
			1 piece of Apple			
			1 Bottle of Purified Water, 330 ml			
9		PAX	<b>PM SNACKS</b>	160.00	100.00	16,000.00
			1 piece of Siopao Pork Asado (large) with Sauce			
			1 can of Chilled Mango Juice, 220 ml			
			Inclusions:			
			1. The caterer is expected to serve the meals and snacks in the training venue.			
			2. Meals shall be ready not later than 6:00 AM for Breakfast, 9:30 AM for AM Snacks, 11:30 AM for Lunch, 2:30 PM for PM Snacks, and 6:00 PM for Dinner.			
			3. The caterer shall provide at least 2 water stations in the training venue with free-flowing hot coffee & creamer/tea/purified water/hot choco.			
			4. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.			
			5. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.			
			6. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue.			
			7. The caterer shall provide the two-way managed buffet.			
			8. The caterer is expected to set up the tables and chairs at the training venue.			
			9. The caterer is responsible for the upkeep of the training venue.			
			10. The caterer shall provide five (5) pax buffer in the training venue.			
			11. The venue should have a strong WIFI connection, LED wall, microphones, and sound system.			
			12. The venue should be accessible, conducive to elderly and pregnant women.			
			13. The venue should also be located in a fuel-efficient and practical area to minimize travel time and transportation costs for participants in accordance with Memorandum Circular No. 114 directing all government agencies and instrumentalities to strictly adopt energy conservation protocols.			
			PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN, VENUE, AND ACCOMMODATION FOR THE CONDUCT OF THE PROGRAM IMPLEMENTATION REVIEW ON SBFP AND OTHER OKD PROGRAMS FOR SY 2025-2026 TO ASSESS AND STRENGTHEN THE IMPLEMENTATION OF SBFP AND OTHER OKD PROGRAMS BY REVIEWING PERFORMANCE, IDENTIFYING CHALLENGES, AND RECOMMENDING IMPROVEMENTS			
				<b>Total Amount</b>		<b>412,800.00</b>
( Total Amount in Words )		***FOUR HUNDRED TWELVE THOUSAND EIGHT HUNDRED PESOS ONLY***				

**RECEIVED**  
 DATE: 9-18-2024  
 TIME: 4:30  
 BY: [Signature]  
 FROM: [Signature]  
 SIGNATURE: [Signature]  
 SDO SUC - SUPPLY UNIT

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

Conforme:

*[Signature]*  
**Dia Celyna C. Gigante**  
**KABALEYAN COVE RESORT INC**  
 Signature over Printed Name of Supplier

Very truly yours,

*[Signature]*  
**DIOSDADO J. CAYABYAB, CESO VI**  
 Schools Division Superintendent

**Funds Available :**

*[Signature]*  
**BENEDICTA P. PANINGBATAN**  
 Accountant III *fr 3/18/24*

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