



Republic of the Philippines
Department Of Education
 Regional Office IX, Zamboanga Peninsula

PURCHASE ORDER

Supplier : APO PRODUCTION UNIT, INC.	Purchase Order No.: 2025-10-357
Address : Brgy. Vasra, Quezon City	Date : December 22, 2025
TIN :	Mode of Procurement: NEGOTIATED PROCUREMENT AGENCY-TO-AGENCY

Gentlemen:

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

Place of Delivery: Schools Division Offices in Region IX			Delivery Term: FOB Destination		
Date of Delivery: 45 CD upon receipt of this PO			Payment Term: 90 Days		
Stock No.	Unit	Item Description	Quantity	Unit cost	Total Amount
1	pages	KS2 Aral Reading Plus Learners Workbook (27,231 copies)	2,777,562.00	0.85	2,360,927.70
2	pages	KS2 Aral Reading Plus Learners Guide (2,031 copies)	227,472.00	0.85	193,351.20
3	pages	KS3 Aral Reading Plus Learners Workbook (40,855 copies)	6,291,670.00	0.85	5,347,919.50
4	pages	KS3 Aral Reading Plus Learners Guide (2,635 copies)	308,295.00	0.85	262,050.75
**This also serves as your Notice to Proceed					
Printing and Delivery of ARAL LR's Reading Plus to the Schools Division Offices in Region IX					
Total Amount: Eight Million One Hundred Sixty-Four Thousand Two Hundred Forty-Nine and 15/100 Pesos					₱8,164,249.15

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.

Very truly yours,

Atty. Gil Carlos R. Puyat
 PRESIDENT

RUTH L. FUENTES, CESO III
 Regional Director

Conforme:

Signature over Printed Name
12-26-2025
 Date

Funds Available:

WARREN Y. INDOC
 Accountant III

ALOBS No.:

Amount:

₱8,164,249.15

ORD-BAC-PO-2025-10-357



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
 www.depedro9.info | www.ro9-deped.com
 www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

Doc. Ref. Code	RO-ASD-F050	Rev	00
Effectivity	11.23.2023	Page	1 of 1





Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

MEMORANDUM OF AGREEMENT
No. 2025-10-357

KNOW ALL PERSONS BY THESE PRESENTS:

This agreement, made on this _____ day of _____ 2025, by and between:

DEPARTMENT OF EDUCATION, Regional Office IX, a Government Entity existing under and by virtue of the laws of the Republic of the Philippines, represented herein by **RUTH L. FUENTES, CESO III**, Regional Director, with office address at Regional Government Center, Balintawak, Pagadian City, Philippines, herein now referred to as the "PROCURING ENTITY".

-and-

APO PRODUCTION UNIT, INC., a Recognized Government Printer (RGP), herein represented by **ATTY. GIL CARLOS R. PUYAT**, President, with office address at PIA Building, Visayas Ave., Brgy. Vasra, Quezon City, hereinafter referred to as the "SERVICING AGENCY".

WITNESSETH

WHEREAS, the DepEd RO-IX, through the Curriculum and Learning Management Division (CLMD), is in need of government printer for the **Printing and Delivery of ARAL LRs Reading Plus**;

WHEREAS, the DepEd is responsible for promoting equity and ensuring access of every Filipino to quality, equitable, culture-based, and basic education;

WHEREAS, per Executive Order no. 285 dated July 25, 1987, as amended by E.O. 378, the **APO PRODUCTION UNIT, INC.** is mandated to continue to provide printing services to government agencies and instrumentalities as mandated by law;

WHEREAS, the **APO PRODUCTION UNIT, INC.** has complied with the required general conditions pursuant to Section 35.5.2.b of the Implementing Rules and Regulations of Republic Act No. 12009, which provides that the procurement of printing services from recognized government printers shall be governed by their respective charter;

WHEREAS, the printing services for the Printing and Delivery of **ARAL LRs Reading Plus** were procured by DepEd RO-IX, under the approved Resolution to Award No. 2025-10-357;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree and covenant as follows:

1. DUTIES AND RESPONSIBILITIES

- A. DepEd shall:
Provide funding in the amount not exceeding

WARREN Y. INDOC
Witness for Procuring Entity

RUTH L. FUENTES, CESO III
Procuring Entity

ATTY. GIL CARLOS R. PUYAT
Servicing Agency

Witness for Servicing Agency

Dominic V. Tajon
Sales & Marketing Manager



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Eight Million One Hundred Sixty Four Thousand Two Hundred Forty Nine & 15/100 Pesos (Php 8,164,249.15) to cover the cost of printing and delivery to the project site of **ARAL LRs Reading Plus**.

B. APO PRODUCTION UNIT, INC. shall:

Cause the Printing and Delivery of the **ARAL LRs Reading Plus** ordered by DepEd RO-IX, in accordance with the specifications and allocation provided in Annex "A".

- C. The goods shall be delivered Door-to-Door to the Schools Division Offices in Region IX within forty-five (45) calendar days from receipt by the **APO PRODUCTION UNIT, INC.** of the Notice to Proceed (NTP). In case of any anticipated delay, a written request for extension, duly supported by valid justification, shall be submitted prior to the expiration of the original delivery period.

2. INTELLECTUAL PROPERTY

All intellectual property rights on the contents of the various Learning Resources shall be owned by DepEd. **APO PRODUCTION UNIT, INC.** shall not in any manner and for any purpose use the materials relative to the project, outside of what is explicitly allowed for the purpose of accomplishing the terms and conditions under the MOA.

3. PAYMENT

One hundred percent (100%) of the Total Contract Price/agreed amount in the MOA shall be paid to the **APO PRODUCTION UNIT, INC.** upon delivery and acceptance of the Goods.

Payment shall be made to the **APO PRODUCTION UNIT, INC.**, through the Government disbursement procedure, within ninety (90) calendar days after the date of acceptance of Goods and upon submission of the following documents:

- Original and four copies of the **APO PRODUCTION UNIT, INC.**'s invoice showing Goods' description, quantity, unit price, and total amount;
- Original and four copies delivery receipt/note, railway receipt, or truck receipt; and
- Other documents may be required by applicable government accounting and auditing rules and regulations.

Warranty of the Goods shall be three (3) months from acceptance of the Goods.

Payment shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to at least one percent (1 %), or special bank guarantee in the amount equal to at least one percent (1 %) of the Total Contract Price required in Section 90 of R.A. 12009 and its IRR.

The retention money or special bank guarantee shall be released only after the lapse of the Warranty.

WAREN Y. INDOC
Witness for Procuring Entity

RUTH L. FUENTES, CESO III
Procuring Entity

ATTY. GIL CARLOS R. PUYAT
Servicing Agency

Dominio F. Galon
Sales & Marketing Manager
Witness for Servicing Agency



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Servicing Agency

Dominic F. Rajon
Sales & Marketing Manager

Witness for Servicing Agency

4. LIQUIDATED DAMAGES

The **APO PRODUCTION UNIT, INC.** shall be liable for damages for the delay in its performance of the Contract and shall pay DepEd liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1 %) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DepEd RO-IX. The DepEd RO-IX shall deduct the liquidated damages from any money due or which may become due to the **APO PRODUCTION UNIT, INC.**, or collect from any of the securities or warranties posted by the **APO PRODUCTION UNIT, INC.**, whichever is convenient to DepEd RO-IX.

Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract, DepEd RO-IX may rescind the Contract, without prejudice to other courses of action and remedies open to DepEd RO-IX.

5. DISPUTE RESOLUTION/VENUE

In case of conflict or dispute between the Parties arising from this Agreement, the parties shall make efforts to resolve amicably such conflict or dispute. Should the Parties fail to reach an amicable settlement of their dispute, the Parties, without prejudice to the available remedies under RA 12009 and its IRR, may submit to arbitration, in accordance with governing laws and regulations.

6. AMENDMENTS

This Memorandum may be amended in writing at any time by the mutual consent of the Parties.

7. SEPARABILITY CLAUSE

If any part of this Memorandum of Agreement shall for any reason be declared invalid and unenforceable, the remaining portion not affected therein shall remain in full force and effect as if the parties would not have executed this MOA had they known the invalidity or unenforceability thereof.

8. EFFECTIVITY CLAUSE

Commencement and Termination.

This Agreement shall take effect upon signing by the parties and shall terminate on _____ (or upon completion of the project).




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IN WITNESS WHEREOF, the parties hereunto have affixed their respective signatures this 22nd day of December 2025, at _____, Philippines.


RUTH L. FUENTES, CESO III
Procuring Entity


ATTY. GIL CARLOS R. PUYAT
Servicing Agency

SIGNED IN THE PRESENCE OF:


WARREN Y. INDOC
Witness for Procuring Entity


Dominic F. Tajon
Sales & Marketing Manager

Witness for Servicing Agency



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WARENY. INDOC
Witness for Procuring Entity

RUTH L. FUENTES, CESO III
Procuring Entity

ATTY. GIL CARLOS R. PUYAT
Servicing Agency

Dominic F. Tejón
Sales & Marketing Manager
Witness for Servicing Agency

"REPUBLIC OF THE PHILIPPINES)"
CITY OF _____) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in Pagadian City, Philippines, this _____ day of _____, 2025, personally appeared:

NAME	Competent Proof of Identity	Issued by/on/Valid Until
RUTH L. FUENTES, CESO III		
ATTY. GIL CARLOS R. PUYAT		

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a Contract consisting of five (5) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties and their instrumental witnesses on the left hand margin of each and every page hereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____