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

## PURCHASE ORDER

Supplier :	HOTEL GUILLERMO	Purchase Order No.:	2026-01-005
Address :	Pagadian City	Date :	January 12, 2026
TIN :		Mode of Procurement:	<b>NEGOTIATED PROCUREMENT – SMALL VALUE</b>

**Gentlemen:**

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

Place of Delivery:		DEPED RO-IX, BALINTAWAK, PAGADIAN CITY	Delivery Term:	FOB Destination	
Date of Delivery:		January 13-16, 2026	Payment Term:	90 Days	
Stock No.	Unit	Item Description	Quantity	Unit cost	Total Amount
		Day 0 - January 13, 2026			
1	pax	Participants - Accommodation with (Dinner and PM Snacks)	134	849.00	113,766.00
		Day 1 - January 14, 2026			
2	pax	Participants - Accommodation with (3 Meals and 2 Snacks)	134	1,487.00	199,258.00
3	pax	Guest Speaker (Ms Wincy) - Meals (2Meals & 1Snack)	1	800.00	800.00
4	pax	Guest Speakers (DBM) - Accommodation & Dinner	5	750.00	3,750.00
		Day 2 - January 15, 2026			
5	pax	Participants - Accommodation with (3 Meals and 2 Snacks)	134	1,487.00	199,258.00
6	pax	Guest Speakers (DBM) - Meals (2 Meals & 2 Snacks)	5	750.00	3,750.00
		Day 3 - January 16, 2026			
7	pax	Participants - Meals with (2 Meals and AM Snacks)	134	635.00	85,090.00
		A. Venue and Facilities			
		The service provider must provide a spacious, fully air-conditioned plenary hall capable of accommodating at least one hundred thirty-four (134) participants, with appropriate seating arrangement and sufficient space for speakers, facilitators, and technical equipment.			
		The venue must be available for the entire duration of the activity and be exclusively reserved during scheduled sessions, including extended use until 12:00 midnight (12:00 MN), as participants are expected to conduct overnight review and finalization of their financial reports.			
		The venue must be equipped with stable and reliable 24/7 Wi-Fi internet connectivity accessible to all participants and organizers.			
		The service provider must provide a quality sound system with at least four (4) functional microphones (wired and/or wireless), including necessary audio accessories.			
		The venue must have a functional LCD projector, projection screen, and podium/lectern suitable for plenary sessions.			
		The venue must have adequate lighting, ventilation, and acoustics conducive to learning and workshop activities.			

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	The facility must have sufficient, clean, and accessible comfort rooms, including provisions for persons with disabilities (PWDs), where applicable.		
	The venue must comply with safety and security standards, including fire exits, emergency lighting, and basic first-aid capability.		
	<b>B. Accommodation</b>		
	The service provider must provide clean, safe, and secure guest rooms within the same facility or in a nearby accommodation establishment.		
	Rooms must have functional private bathrooms with guaranteed 24/7 water availability.		
	Rooms must be equipped with basic amenities such as beds, linens, towels, toiletries, adequate lighting, and proper ventilation or air conditioning.		
	Daily housekeeping services must be provided throughout the duration of the participants' stay.		
	The accommodation facility must observe standard sanitation, cleanliness, and security protocols.		
	<b>C. Meals and Snacks</b>		
	Meals must be served in accordance with the approved and agreed menu.		
	Food must be freshly prepared and served with mineral water, as well as unlimited coffee, tea, or chocolate drink.		
	The service provider must ensure proper food preparation, handling, and sanitation in full compliance with applicable health and safety standards.		
	Special dietary requirements (e.g., halal, vegetarian, or medically prescribed diets), when requested in advance, must be reasonably accommodated.		
	<b><i>**This also serves as your Notice to Proceed</i></b>		
	Board and Lodging for the conduct of Regional Seminar-Workshop on the Consolidation of CY 2025 Year-End Financial Reports and Reconciliation of Reciprocal Accounts on January 13-16, 2026 at Pagadian City		

**Total Amount:** Six Hundred Five Thousand Six Hundred Seventy Two Pesos Only **₱605,672.00**

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 imposed.

Very truly yours,

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Legaspi Ruth Fuentes  
Reason: I am the author  
of this document  
Location:  
Date: 2026.01.13  
14:05:45+08:00

**RUTH L. FUENTES, CESO III**

Regional Director

Conforme:

Signature over Printed Name

1 - 13 - 26

Date

Funds Available:

**WAREN Y. INDOC**

Accountant III

ALOBS No.:

**₱605,672.00**

Amount :

ORD-BAC-PO-2026-01-005



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

January 12, 2026

**HOTEL GUILLERMO**  
Pagadian City

**SUBJECT: NOTICE OF AWARD**

Dear Sir/Madam:

Please be informed that the contract for the Board and Lodging for the conduct of Regional Seminar-Workshop on the Consolidation of CY 2025 Year-End Financial Reports and Reconciliation of Reciprocal Accounts on January 13-16, 2026 at Pagadian City with PO No. 2026-01-005 in the amount of Six Hundred Five Thousand Six Hundred Seventy Two Pesos Only (PHP 605,672.00) is hereby awarded to your establishment.

The quotation you have submitted was found to be the Lowest Calculated and Responsive Quotation and most advantageous to the government complying with all the requirements for eligibility."

Please affix your signature in the space provided below as indication of your acceptance of the award.

Very truly yours,

Digitally signed by Legaspi Ruth  
Fuentes  
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Date: 2026.01.13 12:04:27+08'00'  
**RUTH L. FUENTES, CESO III**  
Regional Director

Conforme:

**HOTEL GUILLERMO**

Date: 1-13-26



region9@deped.gov.ph  
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[www.deped9.info](http://www.deped9.info) | [www.ro9-deped.com](http://www.ro9-deped.com)  
[www.facebook.com/DEPEDREGION9](http://www.facebook.com/DEPEDREGION9)  
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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