





Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSULATE**  
 Agricultural Training Institute - Division Office - Marikina City  
 12th Floor, City Center, 11815 Marikina City, Philippines  
 Tel. No. (02) 8868-9999

**PURCHASE ORDER**

**SUTHER SHERLON HIWOOD CORPORATION**  
 ADDRESS: Purok 6 Bay, San Sebastian, Marikina City, Rizal  
 TIN: \_\_\_\_\_  
 P.O. No: 2024-06-160  
 DATE: June 14, 2024  
 MODE OF PROCUREMENT: MP-LEASE OF REAL PROPERTY  
 AND VERUE

Please furnish this Office the following article(s) subject to the terms and conditions contained herein

Place of Delivery		Delivery Terms: 3 WORKING DAYS	
STOCK NO	UNIT	DESCRIPTION	Payment Term: L1/DAP
			QTY UNIT COST TOTAL COST
		<b>Activity package includes:</b> <b>Lease of venue, meals, accommodations and facilitator</b> June 26-28, 2024 <b>Meals inclusions</b> June 26, 2024 Lunch, PM Snacks and Dinner 18 June 27, 2024 Full board meals 18 June 28, 2024 Breakfast, AM Snacks and Lunch 18 <b>Food</b> Breakfast (3 viands choices of vegetables, fish meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) - buffet AM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) Lunch (3 viands choices of vegetables, fish meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) - buffet PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) Dinner (3 viands choices of vegetables, fish meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) - buffet Flowing coffee and water <b>Accommodation (3 days &amp; 2 nights)</b> June 26-28, 2024 Multiple sharing (with complimentary bottled water and toiletries) <b>Training Hall and Facilities Rental (3 days)</b> June 26-28, 2024 Training hall - Includes projector, wifi, microphones, Outdoor teambuilding facilities - can accommodate 18 pax <b>Facilitators Fee</b> June 26-28, 2024 Evaluation and processing of team building exercises Note: With safety personnel/emergency response team available during the course of the activity <b>Purpose</b> To be utilized during the conduct of the Breaking Barriers, Inspiring Collaboration - CDMD FY 2024 Teambuilding on June 26-28, 2024 in Region IV-A	P 115,920.00
		<b>TOTAL AMOUNT IN WORDS:</b>	P 115,920.00

REGIONAL OFFICE  
 25 JUN 2024  
 1:34 pm

**ONE HUNDRED FIFTEEN THOUSAND NINE HUNDRED TWENTY PESOS ONLY**  
 In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed

CONFORME  
 Very truly yours  
Jervie Ann Balantac  
 Signature Over Printed Name of Supplier  
 June 24, 2024  
 Date  
REMELYN R. REQUITER, MNSA, CESO III  
 DIRECTOR IV

FUNDS AVAILABLE  
 GILLIAN-ROSE L. SALUD  
 OIC-CHIEF ACCOUNTANT  
 P/O: 115,920

OR/BUR No.	2024-01-127
Amount:	P/O: 115,920