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Award Notice Abstract (Ref No.: 6271887) **Status: Updated**

Control Number:
PR No. 2026-07-0063

Approved Budget:
Php1,840,000.00

Procurement Mode:
Negotiated Procurement - Lease of Real Property (Sec. 53.10)

Classification:
Goods

Category:
Lease and Rental of Property or Building

Applicable Procurement Rules:
Implementing Rules and Regulations

Funding Source:
Government of the Philippines (GOP)

Funding Instrument:
General Appropriations Act

Delivery Period:
4Day/s

Contact Person:
Anabel Magalona

Created By:
Anabel Magalona

DEPARTMENT OF EDUCATION - DIVISION OF BATANGAS
Provincial Sports Complex Compound, Bolbok Batangas City Batangas, Region IV-A, Philippines

PR No. 2026-07-0063 Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026

Awardee :
ST. FRANCIS SQUARE DEVELOPMENT CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF ST. FRANCIS HOTELS

Address :
BSA Twin Tower Bank Drive, Brgy. Wack-Wack, Greenhills East, Ortigas Center Mandaluyong City Metro Manila, NCR, Philippines

Contact Person :
Venus Dantes

Designation :
Sales Coordinator

Line Item

#	Product/Service/Project Name	Budget
1	PR No. 2026-07-0063 Lease of Venue to be used for , PR No. 2026-07-0063 Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026, 90110000, 1, Lot	Php1,840,000.00

Reason for Award :
Lowest Calculated Responsive Bid

Award Type:
Award Notice

Contract Amount:
Php1,840,000.00

Award Date:
17-Aug-2026

Publish Date:
12-Oct-2026

Date Last Updated:
12-Oct-2026

Contract Number:
PR No. 2026-07-0063

Proceed Date:
26-Aug-2026

Contract Effectivity Date:
08-Sep-2026

Contract End Date:
11-Sep-2026

Created By:
Anabel E. Magalona

Date Created:
12-Oct-2026

Approver:
Anabel E. Magalona

View Documents:
3

BAC Resolution Recommending the Use of Negotiated Procurement
Resolution No. 2026-07-0063-B1

WHEREAS, there is an approved Purchase Request (PR) No. 2026-07-0063 with an Approved Budget for the Contract (ABC) of One Million Eight Hundred Forty Thousand Pesos (Php 1,840,000.00) only for the Procurement of **Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026;**

WHEREAS, Section 26.1 of IRR R.A. No. 12009, the Procuring Entity shall adopt a mode of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, Section 35. Negotiated Procurement, it is a mode of procurement of Goods, Infrastructure Projects, and Consulting services, whereby the Procuring Entity directly negotiates a contract with a technically, legally, and financially capable supplier, contractor or consultant.

WHEREAS, Section 35.9 Lease of Real Property and Venue, it is preferred that government agencies lease publicly owned real property or venue from other government agencies;

WHEREAS, if there is an available publicly owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government agency owner;

WHEREAS, in the event that the Procuring Entity would resort to privately owned real property or venue, the End-User or Implementing Unit shall justify that the same is more efficient and economical to the government;

WHEREAS, the end user/program proponent requested the Bids and Awards Committee (BAC) to use a privately owned venue based on the following considerations:

- The National Educators Academy of the Philippines (NEAP) Malvar, a publicly owned venue, the said venue will not be available on the scheduled date of the activity.
- The private venue, particularly in NCR, the user/program proponent believed to be more economical and efficient in the part of government and target participants.
- Aside from the accessibility and the minimal travel expenses to be incurred, the convenience of all participants was considered as a factor in the attainment of the objectives of the activity.
- The facilities, amenities, logistics and accommodation that can be offered by a private venue would enhance productivity, participation and collaboration among participants.

WHEREAS, the use of publicly-owned real property and venue is not feasible;

WHEREAS, the Bids and Awards Committee recommends that the Procurement of **PR No. 2026-07-0063 – Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026** will be conducted through "Negotiated Procurement-Lease of Real Property and Venue Section 35.9";

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED to conduct Negotiated Procurement- Lease of Real Property and Venue for this project.

BAC RESOLUTION REQUESTING FOR THE APPROVAL ON THE USE OF NEGOTIATED PROCUREMENT-LEASE OF REAL PROPERTY AND VENUE
RESOLUTION NO. 2026-07-0063-A1 Date: **July 29, 2026**

ATTY. KAREN M. SALIMO
Member

LOU C. PANALIGAN
Member

ERNANI A. CATAPAT
Member

MARIO B. MARAMOT, PhD
Member

DAVID M. NUAY, PhD
Member

RHINA O. ILAGAN, CESE
Vice-Chairperson

JOFIT P. DAYOC
Chairperson

APPROVED:

MARITES A. IBAÑEZ, CESO V
Head of Procuring Entity

BAC RESOLUTION DECLARING SCRQ AND RECOMMENDING APPROVAL
RESOLUTION NO. 2026-07-0063-A1

WHEREAS, on July 29, 2026 DepEd Division of Batangas thru the Bids and Awards Committee (BAC) Secretariat posted the Request for Quotation for the Procurement of **PR No. 2026-07-0063 – Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026** with an Approved Budget for the Contract of One Million Eight Hundred Forty Thousand Pesos (Php 1,840,000.00) only, in the Procuring Entity's website and at SDO Batangas Bulletin Board continuously for five (5) calendar days;

WHEREAS, the BAC Secretariat sent the Request For Quotation to three (3) venues within the vicinity of Batangas Province of the pre-determined location of the End-User;

WHEREAS, on August 3, 2026, at 10:00 a.m. opening of quotations was conducted at SDO Batangas, Provincial Sports Complex, Bolbok, Batangas City;

WHEREAS, during the quotation opening, the BAC Secretariat informed the BAC that St. Francis Square Development Corporation submitted its quotation;

WHEREAS, the BAC opened the submitted technical documents and financial bid of the lone bidder and found the following details below:

No	NAME OF BIDDER	Bid Amount	BIR Registration	Latest Income /Business Tax Return	Tax Clearance	DTI/SEC Registration	PhilGEPS Registration	Mayors Permit	OSS	Remarks
1	St. Francis Square Development Corporation	P 1,840,000.00	/	/	/	/	/	/	/	Complying
xx	xxxx	xxxx	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxx	xxx	xxxx

WHEREAS, the BAC declared St. Francis Square Development Corporation the single quotation as read;

WHEREAS, on August 3, 2026 at 3:00 PM, the detailed evaluation of quotation was conducted at SDO Batangas Conference Room with the following calculated bid amount:

No.	**Name of Bidder**	**Bid Amount (As Calculated)**
1	St. Francis Square Development Corporation	P 1,840,000.00
xx	xxxx	xxxx

WHEREAS, on August 4, 2026 the BAC issued Notice To Conduct Post Qualification to St. Francis Square Development Corporation stating that the BAC will conduct online validation and authentication of eligibility, technical and financial documents, as well as the technical specifications stated in the Request for Quotation;

WHEREAS, on August 5, 2026, the TWG conducted an online post qualification to St. Francis Square Development Corporation;

WHEREAS, during post-qualification and careful examination, validation and verification of the eligibility, technical and financial documents presented by St. Francis Square Development Corporation, it was found compliant to the requirements of the project;

WHEREAS, the Bids and Awards Committee declared St. Francis Square Development Corporation the Single Calculated Responsive Quotation;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED to award the project of **PR No. 2026-07-0063 – Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026** to:

ST. FRANCIS SQUARE DEVELOPMENT CORPORATION

BAC RESOLUTION DECLARING SCRQ AND RECOMMENDING APPROVAL
RESOLUTION NO. **2026-07-0063-A1**
August 7, 2026

ATTY. KAREN M. SALIMO
Member

LOU C. PANALIGAN
Member

ERNANI A. CATAPAT
Member

MARIO B. MARAMOT, PhD
Member

DAVID M. NUAY, PhD
Member

RHINA O. ILAGAN, CESE
Vice-Chairperson

JOFFI P. DAYOC
Chairperson

APPROVED:

MARITES A. IBAÑEZ, CESO V
Head of Procuring Entity

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

NOTICE OF AWARD
(AMP)

August 13, 2026

EHRELL A. DE SAGUN
Head of Sales and Marketing
St. Francis Square Development Corporation
BSA Twin Towers, Bank Drive St.,
Ortigas Center, Mandaluyong City

Dear **Mr. De Sagun:**

We are very pleased to inform you that we have considered your proposal for of **PR No. 2026-07-0063 – Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026** in the amount of One Million Eight Hundred Forty Thousand Pesos (Php 1,840,000.00) only, undertaken through Section 35 Negotiated Procurement of Implementing Rules and Regulation of Republic Act No. 12009.

You are hereby required to submit the necessary documents upon receipt of this Notice of Award.

We appreciate your interest in this opportunity, and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,

MARITES A. IBAÑEZ, CESO V
Head of Procuring Entity

Conforme:
Ehrell A. De Sagun
Signature over Printed Name
Head of Sales & Marketing
Designation
Date: August 17, 2026

ST. FRANCIS HOTELS
ORTIGAS • MAKATI

BC-2026-09-4045

August 17, 2026

ST. FRANCIS SQUARE DEVELOPMENT CORPORATION
~ through ~
"ST. FRANCIS HOTELS – BSA TWIN TOWERS"
Dona Julia Vargas corner Bank Drive, Ortigas Center, Mandaluyong City
Tel # 632-10-10 loc. 538/654-2002/ Fax 632-10-10 Ext. 509 & 273

BANQUET & ROOM ACCOMMODATION AGREEMENT

Company:	Department of Education – Batangas	Event:	Live In Seminar
		Function Date:	September 8-11, 2026
Address:	Provincial Sports Complex	Day:	Tuesday to Friday
	Batangas City	Time:	8am-7pm
		Function Room:	Genesis ABCD
Contact Person:	Ms. Rosemarie Encarnacion	Set-up:	Banquet set up
Designation:		Guaranteed No. of Pax:	230 pax
Telephone No:	(043) 722 1840	Live in:	230 pax
Fax No:		Live out:	
Mobile No:		Check In: September 8	Check out: September 11
E-mail Address:		Account Executive:	**Ehrell De Sagun**

St. Francis Square Development Corporation (SFSDC for brevity), through "St. Francis Hotels" hereby offers its function room/s for lease at BSA Twin Towers to serve as a venue for the following function:

"CONDUCT OF ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING"

LIVE IN SEMINAR PACKAGE
GUARANTEED NO. OF PAX: 230 persons
DATE : September 8-11, 2026
TOTAL CONTRACT PRICE: Php1,840,000.00

BANQUET INCLUSIONS:

- Use of 1 Plenary hall, 4 break-out rooms
- Food and Beverage:
  September 8, 2026 : Buffet Breakfast, Managed Buffet Lunch, PM Snack and Managed Buffet Dinner for 230 persons
  September 9-10, 2026 : Buffet Breakfast, AM Snack, Managed Buffet Lunch, PM Snack and Managed Buffet Dinner for 230 persons
  September 11, 2026 : Buffet Breakfast, AM Snack, Managed Buffet Lunch and PM Snack for 230 persons
  Breakfast – rice, 2 viands, fresh fruits, bread & butter & coffee , Morning/Afternoon Snacks – snacks & juice, Assisted Buffet Lunch/Dinner – rice, vegetables, 2 viands, soup, dessert & drinks
- Free flowing coffee/tea during seminar proper
- Podium
- Banquet or Conference tables and chairs
- 2 LCD projector and screen per day per function hall for the break-out rooms
- Basic lights and sound system with wireless microphones
- Whiteboard with markers and eraser
- Conference pads and pencils
- Welcome tarp (8ft x12ft) landscape
- Stable and strong WIFI connectivity
- Complimentary (5) parking slots/day
- Rate is inclusive of VAT, service charge and local government tax

ROOM ACCOMMODATION:

- 1 Studio Twin Sharing Room and 57 Studio Quadruple Occupancy Room – September 8-11, 2026 for three (3) nights stay.
- Inclusions: Complimentary daily buffet Breakfast. WIFI Internet connection, daily bottled water and coffee set, daily housekeeping service, Free use of hotel amenities

TOTAL ESTIMATED EXPENSES

DATE	ROOM & BANQUET	RATE PER PERSON	NO. OF PAX or ROOM	NO. OF DAYS	TOTAL
September 8-11, 2026	**LIVE-IN**	2,000.00	230	4	1,840,000.00
TOTAL CONTRACT PRICE: PHP1,840,000.00					

I. BANQUET FUNCTION – TERMS & CONDITIONS:

A. *FUNCTION RESERVATIONS*

1. Reservations for the use of function room shall be on a "FIRST COME, FIRST SERVE BASIS" and shall be confirmed only upon signing of this Agreement.
2. Deposit of Php10,000.00 is required upon making reservations so as to block the intended function date. The amount deposited shall be deducted from the Total Contract Price. In case of CANCELLATION, said amount shall be included in the charges to be computed.
3. Corporate accounts with "Send Bill" arrangement, should provide SFSDC with the Letter of Authorization (LOA) upon signing of this agreement.
4. Government accounts shall provide SFSDC with Certificate of Availability of Funds (CAF) or Purchase Order (PO) upon signing of this agreement.
5. Corporate accounts with NO "Send Bill" arrangement is required to pay 50% down payment and the remaining balance shall be settled one (1) week before the function date.
6. All arrangements must be finalized at least one (1) week prior to the function date.

B. *DEPOSIT POLICY (For Corporate Accounts with No Credit Line Application)*

1. SFSDC requires a deposit equivalent to 50% of the total amount agreed upon and should be paid no later than 14 days before the reserved date to finally confirm the same.
2. The full deposit which is equivalent to 50% of the total agreed price shall be credited to the final and full payment.
3. If deposit is not received on the required time frame SFSDC reserves the right to cancel the reservations and the Client agrees over the same.

C. *CANCELLATION OF RESERVATION*

1. All cancellations must be relayed in writing to the Sales Account Executives / Sales Managers, subject however, to the approval of SFSDC.
2. In case of cancellation due to accident or causes, which are classified as fortuitous events, force majeure, "acts of God", acts of war, civil disturbance, riots, mutiny, social unrest, and other similar incidents, both parties agree to conduct further negotiations for the re-setting or re-scheduling of the function.
3. In case of cancellation made by the Client for reasons other than those specified above, the following deductions shall be enforced:
   A. Cancellation made after reservation shall automatically be charged 25% of the total contract price.
   B. Cancellation made 72 hours (3 days) before the function date shall automatically be charged 50% of the total contract price.
   C. Cancellation made 48 hours (2 days) before the function date shall automatically be charged 100% of the total contract price.

D. *GUARANTEED NO OF PAX:*

1. One (1) week before the function date, a guaranteed count shall be relayed by the client to SFSDC. Should there be NO guaranteed count given during the said period, SFSDC shall refer to the original contracted count and prepare only for such number. No refund shall be made if the actual attendees are less than the minimum number contracted.
2. If the actual guests exceed the guaranteed number, the same package price per person will apply.

E. *FUNCTION VENUE SET-UP POLICY*

1. The Client shall provide the Sales Account Executive / Sales Manager a list of all equipment that will be used for the event one (1) week before the function date, subject to the approval of SFSDC.
2. Set-up of the function room is only permitted at least two (2) hours before the actual time of event.
3. Early set-up that would require more than two (2) hours may only be allowed upon approval of SFSDC and upon payment of an additional charge of Php1, 000.00 per hour.
4. During the set-up, no air-conditioning units or other appliances shall be used or be connected to any outlet inside the function room as this would require electrical consumption. Only minimal lighting shall be allowed or utilized.
5. Live bands and mobile sound systems are only allowed from 6pm to 12mn. Use of sound system exceeding 1000 watts must be coordinated with account representative and subject to approval of SFSDC.
6. The air-conditioning units must only be switched on 30 minutes before the start of the scheduled function.
7. Delivery and hauling of the supplies, materials, equipment etc can only be transported through the service elevator or as designated by SFSDC.
8. There will be NO cooking of foods inside the function room.
9. SFSDC shall provide technical assistance only upon request and when necessary.
10. Decorations (ie tarpaulin, flag etc.), if any, left in the function room after the event and not immediately pulled-out will be subject to a fine of Php1,000.00 per day.
11. Damages, breakages and injuries incurred attributable to the Client and/or its guests shall be for the account of the Client.
12. SFSDC reserves the right to inform the Contact Person of any of the guest found to be disorderly, obnoxious, or out of control before such guest is removed with tact and diplomacy, from the premises.
13. Use of function room must be limited to social or business purposes only. Unruly, noisy, illegal, immoral or unethical behavior or activities are NOT allowed inside or within the premises.

F. *FOOD AND BEVERAGE*

1. The hotel shall prepare and supply all foods and beverages to be served in the function. The hotel warrants that the food served and beverages supplied are of good quality. However, if the food prepared is not consumed two (2) hours after the scheduled serving, client shall assume full responsibility for damage/s suffered by the Guests concerned attributed to the delay in its consumption. Further, the hotel is not liable for damages resulting from food and beverage that are not served by the hotel or specified in the contract.

2. There will be a fixed corkage fee of PhP10,000.00 for food and beverages provided by an outside caterer or those NOT provided by the SFSDC.

G. FUNCTION HOURS

1. Parties/functions are suggested to start at Client's requested time but must end at 12MN. In case the function exceeds 12MN, loud activities including sound system shall be put off by this time. Only the authorized maintenance technician is allowed to operate the sound system.
2. Band set up is not allowed from 8am to 6pm.
3. The client agrees to commence and conclude the function at the scheduled time. Extension may be made upon formal request by the Client, subject to approval and additional charge of PhP3,000.00 per hour.
4. Major changes in the set up shall be charged the amount of Php3,000.00.

H. ELECTRICAL EQUIPMENT

1. If Client wants to bring his/her/its own electrical equipment (ie. Laptop, lcd projector, dvd player etc), an electrical charge of Php 250.00 per equipment per day shall be imposed.

I. DÉCORS/ORNAMENTS POLICY

1. All decorations must be discussed with SFSDC Sales Account Executive / Sales Manager and shall still be subject to approval.
2. No staples, thumbtacks, scotch tape, packaging tapes allowed on walls, floors and ceiling. Only masking tape is allowed for decorative adhesion but on glass surfaces only.
3. Any candle wax, ink or gum found in the tables, chairs and furniture shall make the client liable in the amount of Php1,000.00/table cloth .

J. PARKING SLOTS

1. Complimentary parking slots shall be provided for every function. The Guest/s may however request for additional parking slot/s with a corresponding charge of Php300.00 per day.

K. SMOKING

1. Smoking is prohibited inside the hotel's function rooms.

L. PETS

1. Pets are not allowed inside the premises of the hotel's function room.

M. PAYMENT POLICY (For Corporate Accounts with No Credit Line Application)

1. SFSDC accepts deposit payments in the form of manager's check and personal check with proper identification, cash or any major credit cards. All checks must be made payable to **St. Francis Square Development Corporation.**
2. Incidental charges due must be settled "in cash or credit card, immediately after the completion of your event.
3. The actual costs incurred during the event which includes additional, incidental and charges for damages, must be computed, settled and paid in cash or credit card by the Client immediately after the function.
4. NO CHECK will be accepted for full payment on the day of the function.
5. In the event it becomes necessary for SFSDC to consult an attorney or institute any action or proceedings relating to the collection of any sum under this agreement, SFSDC shall be entitled to claim for a reasonable attorney's fees plus litigation costs.

N. PAYMENT POLICY (For Corporate and Government Accounts with Send Bill Arrangement)

1. For corporate accounts with credit line application or send bill arrangement, client shall settle the amount due within 30 days upon receipt of Statement of Account (SOA).
   Check payments, shall be payable to **St. Francis Square Development Corporation.**
2. Any payment that are not deposited, transferred or remitted on the bank details provided above shall not be honored
3. Payments coursed through the Bank shall be deposited to the account of **St. Francis Square Development Corporation** at :

   Banco De Oro Unibank, Inc.
   Savings Account No. 000-661379-779

   Land Bank of the Philippines
   Account No. : 3732-1001-71

   Please fax your deposit slip to 02-6321010 local 509 and 273 for confirmation.

   Charges for the availed room accommodations shall be settled prior to check out. Other incidental charges may be paid either by CASH or CREDIT CARD. Personal Checks are not accepted.

II. ROOM ACCOMMODATION – TERMS & CONDITIONS:

A. ROOMING LIST/ SCHEDULE OF ACTIVITIES

1. The client should send the Rooming List and the Schedule of Activities at least three (3) days before the event.

B. CHECK-IN AND CHECK-OUT TIME

1. The HOTEL's standard check-in time starts at 3:00PM on the day of the arrival. Check-out time is at 12:00NN
2. Request for early check-in depends on the availability of rooms.
3. Request for late check-out depends on the availability of rooms. **If** available, Late check-out of the guest is allowed until 2:00PM **ONLY**

C. CANCELLATION AND NO-SHOW POLICY

1. Any cancellation and charges should be made not later than August 21, 2026**.** Failure to do so, the **Company** shall be charged equivalent to number of guaranteed days booked unless cancellation is due to fortuitous events such as fire, flood, death and calamity.

III. OTHER TERMS AND CONDITIONS:

A. ACKNOWLEDGEMENT

1. No guest shall be allowed entry and/or be accommodated into the Hotel without a written final Contract duly signed by the guest and the Hotel
2. By signing hereon or when allowed entry or accommodation in the Hotel, the guest/s has/have thereby agreed to comply and/or bound by the House Rules of the Hotel
3. This agreement must be signed and acknowledged by the Client to attest that he/she/ it fully understands and will comply with all the terms and conditions stipulated herein.

4. The Client shall not assign, transfer or confer its rights to anyone, without the written consent of SFSDC.
5. By signing this agreement, the Client agrees to all of the above terms and conditions.

B. *REVISION/AMENDMENT*

1. Additional room accommodation required by the CLIENT may be allowed by the HOTEL, **subject to its availability.**
2. Additional meals required by CLIENT may be allowed by the HOTEL provided that notification shall be advised at least seventy-two (72) hours prior the arrival date.
3. Reduction on the guaranteed number of rooms and number of covers on the food and beverage arrangements will be charged based on the HOTEL's cancellation policy.

C. *SAFETY AND SECURITY*

1. Always make sure that doors and windows are locked at all times.
2. Valuables such as cash, jewelry or any item of value should not be left unattended. Deposit of the same in the vault inside the room is free of charge.
3. The hotel shall not be liable for any injury or death, or any loss of or damage on, any personal property or belongings of the guest during or after his stay at the hotel.
4. The guest agrees to pay for the amount stated above and other incidental charges for the services and the facilities that will be provided by the ST. FRANCIS HOTELS – BSA TWIN TOWERS.

D. *RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT*

1. The Client acknowledges and agrees that he/she/it assumes full responsibility for himself/herself, their/its representatives, workers, facilitators, heirs and next of kin, relatives, friends and all invited guests, as to the safe use and operation of the function room during the entire period of the event.
2. The Client fully accepts and assumes the risk and responsibility to pay any and all losses or damages incurred by the representatives, heirs, next of kin, children, families of all invited guests participating therein.
3. The Client hereby agrees to waive, release. defend, indemnify and hold harmless SFSDC, its agents, servants, employees, officers, directors, and members, for any claim of loss, injury, damages in a law suit of whatever nature, arising out or in connection with, the use or operation of the function room and equipments, attendance to and participation in the event / activities therein, consumption of the food and drinks served including those taken out or brought home.

IN WITNESS WHEREOF, the parties have hereunto signed through their representatives, this AUG 17 2026 day of _____, 2026 at the City of Mandaluyong, Philippines.

QUEZON CITY

8/17

ST. FRANCIS SQUARE DEVELOPMENT CORPORATION
Through
ST. FRANCIS HOTELS – BSA TWIN TOWERS

By:

EHRELL DE SAGUN
Head of Sales and Marketing

DepEd Batangas

By:

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

FUNDS AVAILABLE ₱1,840,000.00

EDUARDA U. ALON
Accountant III

WITNESSES:

VENUS D. ABUY
Sales Coordinator

JOFIT P. DAYOC
ASDS/ BAC Chairperson

ACKNOWLEDGEMENT

Republic of the Philippines)
City of Mandaluyong)S.S.

QUEZON CITY

AUG 17 2026

BEFORE ME, a Notary Public of Mandaluyong City, this_____, personally appeared the following:

QUEZON CITY

NAME:	GOVERNMENT ISSUED ID
EHRELL DE SAGUN	TIN # 239-710-477
MARITES A. IBAÑEZ, CESO V	SSS#006-0031-1561-1

Known to me to be the same persons who executed the foregoing Function Agreement consisting of four (4) pages including this page on which the acknowledgement is written, signed by the parties thereto together with their instrumental witnesses on each and every page thereof and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, in the place and date above given

Doc. No.: 452
Page No.: 95
Book No.: XVIII
Series of: 2026

ATTY. BEVANG. PERAS
NOTARY PUBLIC FOR QUEZON CITY
ADM. MATTER NO. NP-[illegible] VALID UNTIL DEC. 31, 2026
ROLL OF ATTORNEY NO. 66393/TIN 289-467-753
IBP NO. 576805 DECEMBER 30, 2025, QUEZON CITY
MCLE NO. VIII 0013054, VALID UNTIL 14/APR/2028
PTR NO. 10438501, JANUARY 5, 2026, MARIKINA CITY
603 EDSA DIAMOND FINANCE, CUBAO, Q.C.

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

NOTICE TO PROCEED
(AMP)

August 24, 2026

EHRELL A. DE SAGUN
Head of Sales and Marketing
St. Francis Square Development Corporation
BSA Twin Towers, Bank Drive St.,
Ortigas Center, Mandaluyong City

Dear **Mr. De Sagun:**

The Notice to Proceed is hereby given to St. Francis Square Development Corporation that work may commence on the date this NTP was received for the project of **PR No. 2026-07-0063 – Lease of Venue to be used for the conduct of ENHANCING MASTER TEACHERS' SKILLS AND COMPETENCE IN ACTION RESEARCH WRITING on September 8-11, 2026** in the amount of One Million Eight Hundred Forty Thousand Pesos (Php 1,840,000.00) only.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the DepEd Division Office, Batangas Provincial Sports Complex, Bolbok, Batangas City.

Very truly yours,

MARITES A. IBAÑEZ, CESO V
Head of Procuring Entity

I acknowledge receipt of this Notice on August 26, 2026

Name of the Representative of Bidder: Ehrell A. De Sagun

Authorized Signature: _____