

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: **MERCH PRINT SHOP**

P.O No. **22-060**

Date:

Address: Abad Santos St., Brgy. Zone III, Koronadal City, South Cotabato

PR No. **DSC-22-04-065**

TIN No. 721-794-770-000

Mode of Procurement: **NP-SVP**

Gentlemen:

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

Place of Delivery: **Supply Office, DepEd -  
Division of So. Cot.  
Ten (10) Calendar days  
upon receipt of PO**

Delivery Term: **Ten (10) Calendar days**

Date of Delivery: **Ten (10) Calendar days  
upon receipt of PO**

Payment Term: **15 Calendar days**

| Stock/<br>Property<br>No. | Unit      | Description                                                                                         | Quantity | Unit Cost | Amount    |
|---------------------------|-----------|-----------------------------------------------------------------------------------------------------|----------|-----------|-----------|
| <b>1</b>                  | lot<br>pc | <b>Supply and Delivery of:<br/>Polo Shirt</b><br><br><i>x-x-x-x-x-x Nothing Follows x-x-x-x-x-x</i> | 150      | 550.00    | 82,500.00 |

*Supply and Delivery of Polo Shirt for the conduct of Seminar-Workshop  
on the preparation of CY 2022 1st Quarter Financial Report on April 27-28, 2022*

**TOTAL** **Php82,500.00**

(Total Amount in Words) **Eighty-Two Thousand Five Hundred Pesos**

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 to undelivered items.

Very truly yours,

Conforme:

**DR. RUTH L. ESTACIO, CESO VI**  
Schools Division Superintendent  
Head of the Procuring entity (HoPE)

*John Marvin Bulan*  
**John Marvin Bulan**

**MERCH PRINT SHOP**

Signature over Printed Name

4-28-22

Date

Fund Cluster : 101

ORS/BURS No. : 2022-04-02063

Funds Available: 82,500.00

Date of the ORS/BURS : APR 21 2022

Amount: 82,500

**CARLO P. DIVEDOR, CPA**  
Accountant III *4/27/22*