

## PURCHASE ORDER

**Department of Education - Schools Division of South Cotabato**

<b>Supplier:</b> <b>PHILIPPINE DUPLICATORS, INC.</b>	P.O No. <b>22-193</b>
Address: <b>General Santos City</b>	Date: <b>September 1, 2022</b>
TIN No. <b>412-893-012</b>	PR No. <b>DSC-22-08-200</b>
	Mode of Procurement: <b>Direct Contracting</b>

Gentlemen:

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

Place of Delivery: <b>Supply Office, DepEd - Division of So. Cot.</b>	Delivery Term: <b>Three (3) Calendar days</b>
Date of Delivery: <b>Upon receipt of PO</b>	Payment Term: <b>15 Calendar days</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>1</b>	<b>lot</b>	<b>Supply and Delivery of:</b>	<b>1</b>		<b>3,700.00</b>
	tube	Black Toner for MP2014H, 390g for Gestener Photocopier  <i>x-x-x-x-x-nothing follows-x-x-x-x-x</i>	1	3,700.00	

For the conduct of Computer-Based English Proficiency Test	<b>TOTAL</b>	<b>Php3,700.00</b>
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(Total Amount in Words) **Three Thousand Seven 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,

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

Conforme:

**PHILIPPINE DUPLICATORS, INC.**

Signature over Printed Name

*JAYSON S. MARIANO*

9/27/2022  
Date

Fund Cluster : <u>101</u>	ORS/BURS No. : <u>2022-09-04647</u>
Funds Available: <u>2,700.00</u>	Date of the ORS/BURS : <u>SEP 12 2022</u>
	Amount: <u>3,700</u>

**CARLO P. DIVEDOR, CPA**  
Accountant III *9/19/22*