## PURCHASE ORDER Department of Education - Schools Division of South Cotabato P.O. No.: 23-119 PEOPLE'S GENERAL Supplier: MERCHANDISE Date: November 6, 2023 Address: Alunan Avenue, Zone IV, Koronadal City PR No.: DSC-23-10-130 Mode of TIN No .: 000-104-076-876 SHOPPING (SEC. 52.1 b) Procurement:: Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein: Place of Supply Office, Schools Division of South (Three) 3 Calendar day/s Delivery Term: Delivery: Date of Delivery: Upon Receipt of PO Payment Term: (Fifteen) 15 Calendar day/s Stock/Prop erty No. Description Quantity Unit Cost Amount Supply and Delivery of Activity Materials for the conduct of 2023 Dreamweavers Awarding and 1 1 4,227.25 Recognition for Outstanding Employees (PRAISE) on November 8, 2023 Certificate Holder, Short 56.25 60 3,375.00 pc Linen Paper, Short ream 852.25 852.25 x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x TOTAL: Php 4,227.25 (Total Amount in Words) Four Thousand Two Hundred Twenty-Seven Pesos and Twenty Five Centavos 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, LEONARDO M. BALALA, CESE Conforme: Schools Division Superintendent Head of the Procuring Entity (HoPE) PEOPLE'S GENERAL MERCHANDISE Signature over Printed Name Date ORS/BURS No. : \_ Fund Cluster: Date of the ORS/BURS : NUV 0 8 202 Funds Available: Amount: CARLO P. DIVEDOR, CPA Signature over Printed Name