

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: **KRISTAN EDUCATIONAL SUPPLY  
(KORONADAL BRANCH)**

P.O. No.: **23-115**

Date: **November 6, 2023**

Address: Alunan Ave., Koronadal City, South Cotabato

PR No.: **DSC-23-10-135**

TIN No.: 009-517-755-002

Mode of Procurement: **SHOPPING ( SEC. 52.1 b)**

Gentlemen:

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

Place of Delivery: **Supply Office, Schools Division of South Cotabato**

Delivery Term: **(Three) 3 Calendar day/s**

Date of Delivery: **Upon Receipt of PO**

Payment Term: **(Fifteen) 15 Calendar day/s**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Linen Paper for the conduct of HRDS Monitoring and Review of the conduct of PD Programs on December 15, 2023</b>	1		<b>980.00</b>
	ream	Linen, A4, Cream	1	980.00	<b>980.00</b>

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

**TOTAL: Php 980.00**

**(Total Amount in Words) Nine Hundred Eighty 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:

**LEONARDO M. BALALA, CESE**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

*Manutes Calawalan*  
MANUTES CALAWALAN

**KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)**

Signature over Printed Name

11/16/23

Date

Fund Cluster: 107

Funds Available: 980

ORS/BURS No. : 2023-11-04597

Date of the ORS/BURS : NOV 10 2023

Amount : 980.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name