

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>SURALLAH NORTH DISTRICT PST MPC</b>	P.O. No.: <b>23-143</b>
	Date: <b>November 14, 2023</b>
Address: Surallah South Cotabato	PR No.: <b>DSC-23-11-158</b>
TIN No.: 005-318-765-000	Mode of Procurement: <b>NP - SMALL VALUE PROCUREMENT</b>

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

Place of Delivery: **Conference Hall, Schools Division of South Cotabato** Delivery Term: **(One) 1 Calendar day/s**

Date of Delivery: **November 15, 2023** Payment Term: **(Fifteen) 15 Calendar day/s**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Meals and Snacks for the conduct of Awarding of Prime HRM Certificate of Recognition Maturity Level II by the Civil Service Commission on the Areas of Performance Management and Learning and Development on November 15, 2023</b>	1		<b>18,000.00</b>
	pax	Meals and Snacks	45	400.00	<b>18,000.00</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 18,000.00**

**(Total Amount in Words) Eighteen Thousand 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)

**SURALLAH NORTH DISTRICT PST MPC**

Signature over Printed Name

11/14/23

Date

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS No. : 2023-12-05286

Date of the ORS/BURS : DEC 05 2023

Amount : 18,000.

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

12-20-23