

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)	P.O. No.: 23-142
	Date: November 30, 2023
Address: Alunan Ave., Koronadal City, South Cotabato	PR No.: DSC-23-11-168
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	Supply and Delivery of Office Supplies for the Development and Production of SLMs, LAS, Manuals and Worksheets.	1		968.00
	pc	Stapler, HD-50R with staple wire remover	2	445.00	890.00
	pc	Correction Fluid pen	6	13.00	78.00

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

TOTAL: Php 968.00

(Total Amount in Words) Nine Hundred Sixty-Eight 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)

Jimmy D. Divedor

KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)

Signature over Printed Name

12-15-23

Date

Fund Cluster: 101

Funds Available: 968

ORS/BURS No. : 2023-N-05467

Date of the ORS/BURS : DEC 13 2023

Amount : 968.00

CARLO P. DIVEDOR, CPA

Signature over Printed Name

MEMORANDUM FOR THE RECORD

DATE: 10/15/54

TO: SAC, NEW YORK

FROM: SA [Name], NEW YORK

RE: [Subject]

On 10/15/54, [Name] advised that [Name] had been contacted by [Name] regarding [Subject].

[Handwritten signature]

[Handwritten notes]

CHRISTIAN BIRDA, et al.

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