

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: **NEAP REGION XII**

P.O. No.: **24-020**

Date: **February 6, 2024**

Address: Quirino Ave., General Santos City

PR No.: **DSC-24-02-024**

TIN No.:

Mode of Procurement: **Other Negotiated Procurement (Others above 50K)**

Gentlemen:

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

Place of Delivery: **NEAP XII, Quirino Avenue, General Santos City**

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

Date of Delivery: **February 28, 2024**

Payment Term: **15 Calendar Days**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Lease of venue with meals and snacks with accommodation for the conduct of Seminar on Effective and Efficient School Financial Management: Applications and Accountabilities of School Heads - Batch 1 on February 28, 2024 to March 1, 2024. (Live-In)</b>	1		<b>343,000.00</b>
	pax	Lease of venue with meals and snacks with accommodation	98	3,500.00	<b>343,000.00</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 343,000.00**

**(Total Amount in Words) Three Hundred Forty-Three 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, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

*Mauro B. Divedor*  
**MAURO B. DIVEDOR**  
**NEAP REGION XII**

Signature over Printed Name ,

*2/16/2024*

Date

Fund Cluster: 107

Funds Available: 343,000.00

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS : \_\_\_\_\_

Amount : \_\_\_\_\_

*Carlo P. Divedor*  
**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

*02-14-24*