

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>CAMPUS ART SALES AND SERVICES</b>	P.O. No.: <b>24-059</b>
	Date: <b>April 16, 2024</b>
Address: NDMU Complex, Alunan Ave., Koronadal City	PR No.: <b>DSC-24-04-066</b>
TIN No.: 103-794-130-000	Mode of Procurement: <b>Other Negotiated Procurement (50K or less)</b>

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

Place of Delivery: <b>Supply Office, Schools Division of South Cotabato</b>	Delivery Term: <b>Seven (7) Calendar day/s</b>
Date of Delivery: <b>Upon Receipt of PO</b>	Payment Term: <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Fabricated Activity Material for the conduct of 4-day Development of Public Service Continuity Plan (PSCP) on June 18-21, 2024</b>	1		<b>8,750.00</b>
	pc	Clear Acrylic name plate holder (12x3 inches)	35	250.00	<b>8,750.00</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 8,750.00**

**(Total Amount in Words) Eight Thousand Seven Hundred Fifty 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)

**AGNES A. VILLORENTE**

**CAMPUS ART SALES AND SERVICES**

Signature over Printed Name

Date: 5/16/24

Fund Cluster: 101

Funds Available: 8,750.00

ORS/BURS No.: 2024-04-02018

Date of the ORS/BURS: APR 18 2024

Amount: 8,750.00

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name