

# PURCHASE ORDER

**Department of Education - Schools Division of South Cotabato**

Supplier: <b>CAMPUS ART SALES AND SERVICES</b>	P.O. No.: <b>24-086</b> Date: <b>June 5, 2024</b>
Address: NDMU Complex, Alunan Ave., Koronadal City	PR No.: <b>DSC-24-05-098</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>Ten (10) 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 Customized Polo Shirt for Trainers &amp; PMT (Sublimation) for the conduct of Division Training of School Trainers on MATATAG Curriculum (DTOT) for Kindergarten, Grades 1, 4 and 7 on July 1-5, 2024</b>	1		<b>17,850.00</b>
	pc	Small	7	425.00	<b>2,975.00</b>
	pc	Medium	12	425.00	<b>5,100.00</b>
	pc	Large	16	425.00	<b>6,800.00</b>
	pc	Extra-Large	6	425.00	<b>2,550.00</b>
	pc	XXL	1	425.00	<b>425.00</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 17,850.00**

**(Total Amount in Words) Seventeen Thousand Eight 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

6/27/24

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

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

ORS/BURS No. : 2024-06-07105

Date of the ORS/BURS : JUN 7 2024

Amount : 17 850.

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

6-18-24