

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

| | |
|---|---|
| Supplier: PEOPLE'S GENERAL MERCHANDISE | P.O. No.: 24-103 |
| | Date: July 16, 2024 |
| Address: Alunan Avenue, Zone IV, Koronadal City | PR No.: DSC-24-07-126 |
| TIN No.: 000-104-076-876 | Mode of Procurement: Shopping (52.1 b above 50K) |

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: 15 Calendar Days |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------|------|---|----------|-----------|-----------------|
| 1 | lot | Supply and Delivery of Activity Materials for the conduct of Onboarding cum Job Task Orientation and Communication & Innovation Enhancement for Non-Teaching Personnel: Coaching and Mentoring on July 30-31, 2024 | 1 | | 1,922.75 |
| | ream | Laid Paper, cinnamon color, A4 | 1 | 1,022.75 | 1,022.75 |
| | pc | Certificate Holder, A4 | 16 | 56.25 | 900.00 |

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

TOTAL: Php 1,922.75

(Total Amount in Words) One Thousand Nine Hundred Twenty-Two Pesos and Seventy Five Centavos

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)

People's General Merchandise
PEOPLE'S GENERAL MERCHANDISE

Signature over Printed Name

Date *8-1-2024*

Fund Cluster: 101

Funds Available: 1,922.75

ORS/BURS No. : 2024-07-03987

Date of the ORS/BURS : JUL 26 2024

Amount : 1,922.75

CARLO P. DIVEDOR, CPA

Signature over Printed Name

30 JUL 2024