

# PURCHASE ORDER

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

<b>Supplier:</b> <b>PEOPLE'S GENERAL MERCHANDISE</b>	<b>P.O. No.:</b> <b>24-124</b>
	<b>Date:</b> <b>August 30, 2024</b>
<b>Address:</b> Alunan Avenue, Zone IV, Koronadal City	<b>PR No.:</b> <b>DSC-24-08-143</b>
<b>TIN No.:</b> 000-104-076-876	<b>Mode of Procurement:</b> <b>Other Shopping</b>

Gentlemen:

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

<b>Place of Delivery:</b> <b>Supply Office, Schools Division of South Cotabato</b>	<b>Delivery Term:</b> <b>Three (3) Calendar day/s</b>
<b>Date of Delivery:</b> <b>Upon Receipt of PO</b>	<b>Payment Term:</b> <b>15 Calendar Days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>Supply and Delivery of Activity Materials for the conduct of Division Federated Officers and Teacher-Advisers of Learner Formation Programs' Quarterly Meetings for SY 2024-2025</b>	1		<b>9,864.00</b>
	pc	Mesh Bag, A5, Joy	72	51.25	<b>3,690.00</b>
	pc	Hardbound Notebook, 80 leaves, 5.5" x 8.2", Nexus	72	79.50	<b>5,724.00</b>
	pc	Ballpen, Black, Mehix	72	6.25	<b>450.00</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 9,864.00**

**(Total Amount in Words) Nine Thousand Eight Hundred Sixty-Four 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,

**LEONARDO M. BALALA, CESO V**

Schools Division Superintendent  
Head of the Procuring Entity (HoPE)

Conforme:

**PEOPLE'S GENERAL MERCHANDISE**

Signature over Printed Name

9-23-2024

Date

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

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

ORS/BURS No. : 2024-09-04852

Date of the ORS/BURS : SEP 05 2024

Amount : 9864.

**CARLO P. DIVEDOR, CPA**

Signature over Printed Name

2024-09-05