

# PURCHASE ORDER

Department of Education - Schools Division of South Cotabato

Supplier: <b>KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)</b>	P.O. No.: <b>24-260</b>
	Date: <b>December 26, 2024</b>
Address: Alunan Ave., Koronadal City, South Cotabato	PR No.: <b>DSC-24-12-298</b>
TIN No.: 009-517-755-002	Mode of Procurement: <b>Other Shopping</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>Three (3) 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 Office materials (Sign pen, blue) for the use of CID Office</b>	1		<b>630.00</b>
	pc	Sign pen, Blue, Hi-Techpoint, V10 Grip	9	70.00	<b>630.00</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 630.00**

**(Total Amount in Words) Six Hundred Thirty 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)

*for Calawigan*  
**MARITES O. CALAWIGAN**  
**KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)**

Signature over Printed Name

*1/7/25*

Date

Fund Cluster: 101

Funds Available: 630.00

ORS/BURS No. : 2024-12-09284

Date of the ORS/BURS : DEC 28 2024

Amount : 630.00

**CARLO F. DIVEDOR, CPA**

Signature over Printed Name

*12-31-24*