



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF OZAMIZ CITY

**PURCHASE ORDER**

Supplier:	OZAMIZ KRISTAN EDUCATIONAL AND GEN MDSE	P.O. NO.:	2023-03-32
Address:	OZAMIZ CITY	Date:	1-Mar-2023
TIN:		Make of Payment:	

Gentlemen:

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

Place of Delivery: Division of Ozamiz City

Delivery Term:

Date of Delivery: Thirty Days from Receipt of PO.

Payment Term:

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	5	80.00	400.00
2	unit	CALCULATOR, Compact	4	220.00	880.00
3	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	38	220.00	8,360.00
4	ream	Bond Paper, Letter/Short, 70gsm	2	190.00	380.00
5	units	Calculator 12digits 2way power w/ Decimal Selector, Desktop type, branded	3	690.00	2,070.00
6	piece	Clearbook, 60 pockets, Legal Size	12	190.00	2,280.00
7	piece	Clearbook, 40 pockets, Legal Size	1	140.00	140.00
8	piece	Data File Box /Data Filer with Cover, Chipboard Material (Single size 5"x11.5"x16)	2	180.00	360.00
9	piece	Envelope, Brown Long	82	3.00	246.00
10	piece	Envelope, Brown short	43	2.00	86.00
11	bottle	Glass Cleaner Liquid Spray 500ml	1	160.00	160.00
12	unit	Glue Gun Heavy Duty Small	1	165.00	165.00
13	piece	Manila Paper	1	4.00	4.00
14	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Blue	1	38.00	38.00
15	pack	Photopaper (Double-sided), A4, 20pcs/pack	5	80.00	400.00
16	packs	Specialty Paper, 90gsm, A4	1	24.00	24.00
17	packs	Specialty Paper, 200gsm, A4	1	30.00	30.00
18	packs	Specialty Paper, 200gsm, Long	10	35.00	350.00
19	packs	Specialty Paper, 200gsm, Short	1	30.00	30.00
20	piece	Clearbook 80 pockets	6	230	1,380.00
		**NOTHING FOLLOWS**			-
					-
<b>Total Amount</b>		Seventeen thousand seven hundred eighty three pesos only.		PHP	17,783.00

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 on the undelivered item/s.

Conforme:

OZAMIZ KRISTAN EDUCATIONAL  
AND GEN MDSE  
Signature over Printed Name of Supplier

Date (088) 521-4283 3/7/23

Very truly yours,

JEAN C. VELOSO

Schools Division Superintendent

Fund Cluster :

No. :

Funds Available :

Date of the ORS/BURS:

Amount :

MARICEL D. AVILA

Accountant III



Address: IBJT Compound, Carangan, Ozamiz City

Telephone No: (088) 545-09-88

Telefax: (088) 545-09-90

Our LEARNERS: The *Diamonds of the Fortress.*

ASENSO OZAMIZ!