



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
IBJT Compound Carangan, Ozamiz City  
Tel. No. (088) 545-0988; Fax No. (088) 545-0990



### PURCHASE ORDER

Supplier:	GEMMS ENTERPRISES	P.O. NO.:	2023-02-0007
Address:	OZAMIZ CITY	Date :	February 16, 2023
TIN :	000-196-548-896	Mode of Procurement :	Shopping
Tel No./CP No. :			

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

Place of Delivery:	DIEGO TUASTOMBAN ES	Delivery Term:	
Date of Delivery:	_____ calendar days after receipt of PO by the supplier	Payment Term:	

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					-
1	16	piece	SIGN PEN, Black, liquid or gel	20.00	320.00
2	6	can	FLOOR WAX, paste type, red, 2kg	260.00	1,560.00
3	14	box	FACE MASK, 3 ply, fifty (50) pieces per box	40.00	560.00
4	1	pack	Construction Paper (long)	280.00	280.00
5	8	piece	Dipper	28.00	224.00
6	100	piece	Folder White, Legal	6.00	600.00
7	2	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	9,090.00	18,180.00
8	8	roll	Tape Double sided, 1"	25.00	200.00
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\*\*\* Nothing Follows \*\*\*

Total Amount	TWENTY ONE THOUSAND NINE HUNDRED TWENTY FOUR PESOS ONLY	Php	21,924.00
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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:

GEMMS ENTERPRISES  
Signature over Printed Name of Supplier  
2-17-2023  
Date

Very truly yours,

LIDAL BACO  
School Head

Fund Cluster :	FLO	ORS/BURS No. :	
Funds Available :		Date of the ORS/BURS	
		Amount :	