



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 : KEEDEE OFFICE SUPPLIES TRADING P.O. No. : 2024-02  
 Address : CARMEN ANNEX Date : 2/22/24  
 TIN : 306 - 794 - 052 - 0001 Mode of Procurement : SHOPPING

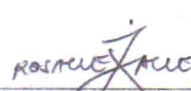
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery : CRUZ LANZADO SALIGAN IS - JHS Delivery Term : DELIVER  
 Date of Delivery : \_\_\_\_\_ Payment Term : ONE TIME CHECK

| Stock/<br>Property<br>No. | Unit  | Description  | Quantity | Unit Cost | Amount            |
|---------------------------|-------|--|----------|-----------|-------------------|
| 1                         | ream  | PAPER, MULTIPURPOSE A4, 500 sheets per ream        | 472      | 190.00    | 89,680.00         |
| 2                         | box   | Medal DepED Medium (Gold, Silver, Bronze) Assorted | 170      | 42.00     | 7,140.00          |
| 3                         | piece | Load Card 100                                      | 56       | 106.00    | 5,936.00          |
| 4                         |       |  |          |           |                   |
| 5                         |       |  |          |           |                   |
| 6                         |       |  |          |           |                   |
| 7                         |       |  |          |           |                   |
| 8                         |       |  |          |           |                   |
| 9                         |       |  |          |           |                   |
| 10                        |       |  |          |           |                   |
| 11                        |       |  |          |           |                   |
| 12                        |       |  |          |           |                   |
| 13                        |       |  |          |           |                   |
| 14                        |       |  |          |           |                   |
| 15                        |       |  |          |           |                   |
| 16                        |       |  |          |           |                   |
| 17                        |       |  |          |           |                   |
| 18                        |       |  |          |           |                   |
| 19                        |       |  |          |           |                   |
| 20                        |       |  |          |           |                   |
| <b>TOTAL</b>              |       |  |          |           | <b>102,756.00</b> |

**(Total Amount in Words)** One Hundred Two Thousand Seven Hundred Fifty Six Pesos and No Cents

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:  
  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
2-20-24  
 \_\_\_\_\_  
 Date

Very truly yours,  
  
 \_\_\_\_\_  
 LALAIN Y. PONCE  
 School Principal  
 Signature over Printed Name of Authorized Official

Requisition Office Department:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 JOAR G. HERMOSISIMA  
 Property Custodian

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_