

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

PURCHASE ORDER

Supplier:	CROWN PAPER AND STATIONERIES SUPPLY	P.O. NO.: 2024-12-161
Address:	Ozamiz City	Date: 3-Dec-2024
TIN:		Mode of Procurement: SHOPPING

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: within 20 days from the receipt of the Purchase Order Payment Term: _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	Paper, Multipurpose, Legal, 500 sheets per ream	84	200.00	16,800.00
2	pc	Plastic Envelop (Long)	50	9.50	475.00
3	pc	Whiteboard Pen- Black (Refillable)	15	50.00	750.00
4	pc	Ballpen - My Gel (Red)	11	25.00	275.00
5	pc	Ballpen - My Gel (Black)	36	25.00	900.00
6	pc	Ballpen - My Gel (Blue)	9	25.00	225.00
7	pc	Ballpen (Black)	181	5.50	995.50
8	pc	Folder-White (Long)	21	4.80	100.80
9	pc	Clearbook (long) 40 pockets	160	49.50	7,920.00
10	pc	Pentelpen -black (Broad)	5	35.00	175.00
11	pc	Pentelpen (Fine) Permanent	5	35.00	175.00
12	pc	Expanded Envelope (Long) Assorted	35	14.35	502.25
13	unit	Data Filer with cover, Chipboard material (Single size)	3	350.00	1,050.00
14	pc	Glue Stick (small)	38	5.00	190.00

*** Nothing Follows ***

Total Amount in Words	Thirty Thousand Five Hundred Thirty Three Pesos and 55/100	PIIP	30,533.55
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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: CROWN PAPER & STATIONERIES SUPPLY
Signature over Printed Name of Supplier
12-0-24
Date

Very truly yours,
NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Fund Cluster : _____
Funds Available : _____

MARICEL D. AVILA
Accountant III

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____

Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

Our _____ : The _____ of the _____
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