



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

PURCHASE ORDER

Supplier	GEMMS ENTERPRISES	P.O. NO.	2024-12-163
Address	Ozamiz City	Date	1-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	bot	Epson T664 Black	3	280.00	840.00
2	bot	Epson Ink 003 - Black	32	280.00	8,960.00
3	bot	Epson Ink 003 - Magenta	10	280.00	2,800.00
4	bot	Epson Ink 003 - Cyan	10	280.00	2,800.00
5	bot	Epson Ink 003 - Yellow	8	280.00	2,240.00
6	pc	Binding Tape 2" (Duct)	6	70.00	420.00
7	bot	Glue, all purpose, 200gms.	5	58.00	290.00
8	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	2	15.00	30.00
		*** Nothing Follows ***			-
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Total Amount in Words	Eighteen Thousand Three Hundred Eighty Pesos Only		PHP	18,380.00
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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:
 Signature over GEMMS ENTERPRISES
 Date 12-5-24
 Very truly yours,
MIMFA R. LAGO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent

Fund Cluster : _____
 Funds Available : _____
 ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____
MARIVEL D. AVILA
 Accountant III



Address: IBJT Compound, Carangan, Ozamiz City
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