



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

**PURCHASE ORDER**

Supplier:	<b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. NO.:	<b>2024-12-160</b>
Address:	<b>Ozamiz City</b>	Date:	<b>3-Dec-2024</b>
TIN:		Mode of Procurement:	<b>SHOPPING</b>

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	Bondpaper- A4 size	40	185.00	7,400.00
2	pc	Ballpen - My Gel (Green)	33	26.00	858.00
3	box	Staple wire No. 35	3	40.00	120.00
4	pc	Stapler, standard type	2	110.00	220.00
5	bot	Alcohol 70% 500 ml with pump	14	120.00	1,680.00
6	bot	Alcohol 70% 250 ml	2	55.00	110.00
7	unit	Scissors medium heavy-duty	3	50.00	150.00
8	roll	Tape Masking 1"	11	28.00	308.00
9	pack	WorX A4	78	25.00	1,950.00
10	pc	Certificate Holder, Plastic A4	94	45.00	4,230.00
11	pc	Medal Academic (GOLD)	50	16.00	800.00
12	unit	Glue Gun Heavy Duty Big	1	290.00	290.00
13	pack	Photopaper (Double-sided), A4, 20pcs/pack	13	89.00	1,157.00

\*\*\* Nothing Follows \*\*\*

Total Amount in Words	<b>Nineteen Thousand Two Hundred Seventy Three Pesos Only</b>	PHP	<b>19,273.00</b>
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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 Printed Name of Supplier  
Romeo J. Lugo  
 Date

Very truly yours,  
  
**NIMFA R. LUGO, 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