



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:	CROWN PAPER & STATIONERIES SUPPLY	P.O. NO.:	2025-02-005
Address:	Ozamiz City	Date :	February 10, 2025
TIN :	184-723-355-001	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:	GREGORIO A.SAQUIN ES	Delivery Term:	free delivery
Date of Delivery:	5 calendar days after receipt of PO by the supplier	Payment Term:	check upon delivery

Item No.	Quantity	Unit	Description	Unit Cost	Amount	
1	20	roll	TAPE, transparent, 48 mm	20.00	400.00	
2	10	box	CHALK, white enamel	22.00	220.00	
3	20	piece	CORRECTION TAPE	13.50	270.00	
4	10	piece	CUTTER/UTILITY KNIFE, for general purpose	12.95	129.50	
5	50	piece	MARKER, Permanent, Black	35.00	1,750.00	
6	10	piece	MARKER, Permanent, Red	25.00	250.00	
7	50	piece	MARKER, Whiteboard, Black	35.00	1,750.00	
8	10	box	PAPER CLIP, vinly/plastic coated, 33mm	8.80	88.00	
9	8	piece	PUNCHER, paper, heavy duty	153.00	1,224.00	
10	30	ream	PAPER, MULTIPURPOSE LEGAL	195.00	5,850.00	
11	10	box	Colored Chalk	25.00	250.00	
12	100	piece	Cartolina, neon, asstd color	6.50	650.00	
13	10	ream	Construction Paper, long	195.00	1,950.00	
14	250	piece	Envelope, brown, A4	2.15	537.50	
15	100	piece	Envelope, brown, long	2.65	265.00	
16	2	piece	Glue Gun, heavy duty, small	195.00	390.00	
17	100	piece	Glue Stick, small	5.00	500.00	
18	30	piece	Illustration Board 1/2	26.00	780.00	
19	30	piece	Illustration Board 1/4	13.00	390.00	
20	100	piece	Manila Paper	4.00	400.00	
21	30	piece	Plastic Envelope, long	9.50	285.00	
22	10	box	Paper Fastener, plastic	35.00	350.00	
23	10	bottle	Permanent Marker Ink Refill, black	75.00	750.00	
24	10	bottle	Permanent Marker Ink Refill, red	85.00	850.00	
25	10	box	Pins, push type, plastic head	30.00	300.00	
26	20	box	Thumbtacks	9.00	180.00	
27	20	roll	Paper Tape 1"	25.00	500.00	
28	34	box	Crayons, single	12.50	425.00	
29	18	piece	Sharpener	2.50	45.00	
30	1	piece	Whiteboard 4x8Ft	3,500.00	3,500.00	
31	60	pack	Specialty board, 180gsm, A4	20.00	1,200.00	
*** Nothing Follows ***						
Total Amount		Twenty Six Thousand Four Hundred Twenty Nine pesos only			Php	26,429.00

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  
 2-17-2024

Date

Very truly yours,

HENRY O. ABARCO  
 School Head

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