

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier GEMMS ENTERPRISES	P.O. No. : 2025 - 02 - 0003
Address OZAMIZ CITY	Date : 02/ 11 / 2025
TIN : 196-548-896-0000	Mode of Procurement :

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


Place of Delivery : DIEGO TUASTOMBAN ELEMENTARY SCHOOL	Delivery Term : Pick Up
Date of Delivery :	Payment Term : CASH ON DELIVERY

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
✓ 1	box	CLIP, backfold, 25mm	2	18.00	36.00
✓ 2	box	CLIP, backfold, 50mm	1	60.00	60.00
✓ 3	piece	MARKER, Whiteboard, Black	2	9.00	18.00
✓ 4	piece	MARKER, Whiteboard, Red	2	9.00	18.00
✓ 5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	7	19.00	133.00
✓ 6	piece	CERTIFICATE HOLDER, A4	60	44.00	2,640.00
✓ 7	piece	GLUE STICK (FOR GLUE GUN), small	70	5.00	350.00
✓ 8	piece	DOOR MAT	16	50.00	800.00
✓ 9	piece	Illustration Board 1/4	20	20.00	400.00
✓ 10	piece	Dipper	7	35.00	245.00
✓ 11	piece	Duster	8	80.00	640.00
✓ 12	piece	Towel, small	12	20.00	240.00
Nothing Follows					
				Total Amount:	5,580.00

Total Amount in Words Seven Thousand Three Hundred Thirty Four Pesos Only


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

 Date **2/12/25**

Very truly yours,


LIDA L. BACO
 Signature over Printed Name of Authorized Official
School Head
 Designation

Fund Cluster : REGULAR MOOE	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
	Amount : _____
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	