

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier CROWN PAPER AND STATIONERY SUPPLIES			P.O. No. : 2025 - 02 - 0004		
Address OZAMIZ CITY			Date : 02/ 11 / 2025		
TIN : 184 - 723 - 355 - 0001			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	piece	School Seal, dry seal	1	3,700.00	3,700.00
2	piece	Computer Table	1	1,950.00	1,950.00
Nothing Follows					
			Total Amount:		5,650.00
Total Amount in Words		Seven Thousand Three Hundred Thirty Four Pesos Only			
<p>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.</p>					
<p>Conforme:</p> <p style="text-align: center;"><i>[Signature]</i> <u>Freddy M. Pagundol</u> Signature over Printed Name of Supplier <u>2/12/25</u> Date</p>			<p>Very truly yours,</p> <p style="text-align: center;"><i>[Signature]</i> <u>LIDA L. BACO</u> Signature over Printed Name of Authorized Official <u>School Head</u> Designation</p>		
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					