



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.:	2025-02-006
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:	Gango Elementary School	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	1	piece	PHILIPPINE NATIONAL FLAG	275.00	275.00
2	28	bottle	GLUE, all-purpose	27.50	770.00
3	5	box	STAPLE WIRE, standard	30.00	150.00
4	26	roll	TAPE, transparent, 48 mm	20.00	520.00
5	1	box	ENVELOPE, Expanding, Kraft	675.00	675.00
6	5	box	FASTENER, plastic	35.00	175.00
7	25	pack	CARTOLINA, assorted colors	65.00	1,625.00
8	55	ream	PAPER, MULTIPURPOSE LEGAL	195.00	10,725.00
9	700	piece	Brown Envelope, A4	2.15	1,505.00
10	20	box	Thumbtacks	10.00	200.00
11	1	roll	Tassel, asstd color	250.00	250.00
12	25	meter	Trimmings	70.00	1,750.00
13	10	piece	Floral Foam	30.00	300.00

*** Nothing Follows ***

Total Amount	Eighteen Thousand Nine Hundred Twenty pesos noly	Php	18,920.00
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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:

CROWN PAPER & STATIONERIES SUPPLY
 Signature over Printed Name of Supplier

2-17-2025
 Date

Very truly yours,

JULIE A. BUENBRAZO
 School Head

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