



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

S.D
 02/25/25

PURCHASE ORDER

Supplier:	KEEDEE OFFICE SUPPLIES TRADING	P.O. NO.:	2025-02-044
Address:	Ozamiz City	Date :	17-Feb-2025
TIN :		Mode of Procurement :	SHOPPING

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 7 days from the receipt of the Purchase Order Payment Term: _____

Stock/Property No.	Unit		Quantity	Unit Cost	Amount
1	packs	Photopaper A4, 250-300gsm	50	85.00	4,250.00
2	ream	Bondpaper A4, 70 gsm	10	180.00	1,800.00
3	pc	composition notebook, 80 leaves, plain cover	215	20.00	4,300.00
4	pc	stapler #35	1	107.00	107.00
5	box	staple wire #35	1	38.00	38.00
6	pc	orange lanyard	215	15.00	3,225.00
7	box	binder clip - 1 inch	2	27.00	54.00
		*** Nothing Follows ***			-
					-
Total Amount in Words		Thirteen Thousand Seven Hundred Seventy Four Pesos Only		PHP	13,774.00

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: Keedee Office Supplies Trading
 09173112213
 Signature over Printed Name of Supplier
 Date 2.18.25

Very truly yours,

NIMFA R. LAGO, CESO VI
 Assitant 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 LEARNERS: *The Diamonds of the Fortress.*
ASENSO OZAMIZ!