



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

2/18/25

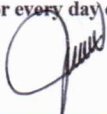
PURCHASE ORDER

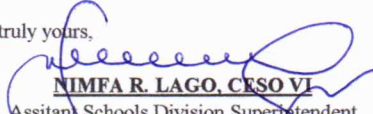
|           |                                     |                       |             |
|-----------|-------------------------------------|-----------------------|-------------|
| Supplier: | CROWN PAPER AND STATIONERIES SUPPLY | P.O. NO.:             | 2025-02-045 |
| Address:  | Ozamiz City                         | Date :                | 17-Feb-2025 |
| TIN :     |                                     | Mode of Procurement : | SHOPPING    |

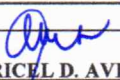
Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:  
 Place of Delivery: Division of Ozamiz City Delivery Term: \_\_\_\_\_  
 Date of Delivery: within 7 days from the receipt of the Purchase Order Payment Term: \_\_\_\_\_

| Stock/<br>Property<br>No.    | Unit  |   | Quantity | Unit Cost  | Amount           |
|------------------------------|-------|---|----------|------------|------------------|
| 1                            | ream  | Bondpaper long, 70 gsm  | 10       | 195.00     | 1,950.00         |
| 2                            | pc    | ballpen/gel pen - black   | 250      | 20.00      | 5,000.00         |
| 3                            | pc    | expanded orange envelope  | 215      | 13.50      | 2,902.50         |
| 4                            | pc    | manila paper  | 30       | 4.50       | 135.00           |
| 5                            | rolls | clear tape - 3 inches   | 10       | 50.00      | 500.00           |
| 6                            | pairs | scissors  | 10       | 15.00      | 150.00           |
| 7                            | box   | paper fastener, plastic   | 1        | 35.00      | 35.00            |
| 8                            | box   | rubber bands  | 1        | 35.00      | 35.00            |
|                              |       | *** Nothing Follows ***   |          |            | -                |
| <b>Total Amount in Words</b> |       | <b>Ten Thousand Seven Hundred Seves Pesos and Fifty Cents. Only</b> |          | <b>PHP</b> | <b>10,707.50</b> |

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

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!**