



DEPARTMENT OF EDUCATION
Region V
Division of Camarines Sur
San Jose, Pili, Camarines Sur
Fax No.: 871-33-42

COMMISSION ON AUDIT
(Dep Ed Camarines Sur Division)



Received by: *[Signature]*

21 NOV 2018

PURCHASE ORDER

Supplier: PAPEL AT PLUMA ENTERPRISES
Address: Naga City
TIN: 102-708-160-000

P.O. No: 2018-11-111
Date: NOV 20 2018
Mode of Procurement:
Shopping under Section 52.1(b)

Gentlemen:

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

Place of Delivery: DepED, Division of Camarines Sur, San Jose, Pili, Camarines Sur				Delivery Term: 7 DAYS	
Date of Delivery:				Payment Term: 15 DAYS	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		SUPPLY AND DELIVERY OF OFFICE SUPPLY FOR THE CONDUCT OF PALARONG PANLALAWIGAN 2018 (Nov. 11-16, 2018)			
	ream	Bond paper (A4 size ATGSM)	50	185.00	9,250.00
	box	Staple wire (#35)	7	27.00	189.00
	pcs	File Folder (Long size)	200	5.00	1,000.00
	bottles	Bottomless ink, black, T6641	4	286.50	1,146.00
	bottles	Bottomless ink, cyan, T6642	2	321.75	643.50
	bottles	Bottomless ink, magenta, T6643	2	321.75	643.50
	bottles	Bottomless ink, yellow, T6644	2	321.75	643.50
	pcs	Cutter, heavy duty	5	37.00	185.00
	pcs	Elmer's Glue (big size)	3	90.00	270.00
	pcs	Certificate jacket (8.5 x 11)	100	39.00	3,900.00
	roll	Scotch tape (1')	50	15.00	750.00
	box	Sign pen (blue)	1	252.75	252.75
	pcs	Pencil, lead no. 2	39	7.00	273.00
	reams	Bond Paper (Long size)	3	200.00	600.00
		TOTAL			₱ 19,746.25
(Total Amount in Words)					
NINETEEN THOUSAND SEVEN HUNDRED FORTY-SIX AND TWENTY-FIVE CENTAVOS ONLY***					

Note: In case of failure to make the full delivery within the time specified above, a penalty of one - tenth (1/10) of one percent to every day of delay shall be imposed.

Conforme:

[Signature]
Signature over Printed Name of Supplier
11-20-18
Date

Very truly yours,

[Signature]
CECILLE BERNADETTE P. RIVERA, CESO V
Authorized Official
Schools Division Superintendent
Designation

Fund Cluster: _____
Funds Available: _____

ORS/BURS NO: 18-10-05514
Date of the ORS/BURS: 11-14-18
AMOUNT: ₱ 19,746.25

[Signature]
GERLIE V. CAÑAS
Division Accountant

