



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



21 NOV 2018

**PURCHASE ORDER**

Supplier: GALAXY POINT ENTERPRISES  
Address: General Luna St., Brgy. Dinaga, Naga City  
TIN: 944 155300 001

P.O. No: 2018-11-112  
Date: NOV 20 2018  
Mode of Procurement:  
Shopping under Section 52.1(b)

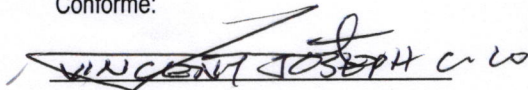
Gentlemen:

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)			
	pcs	Stapler with wire remover heavy duty (# 35)	5	155.00	775.00
	pc	Puncher (heavy duty)	1	175.00	175.00
	reams	Specialty paper (Short size)	5	207.00	1,035.00
	box	Jumbo Clip, Vinyl coated paper clip	5	20.00	100.00
	roll	Masking tape (1 1/2 size)	50	50.00	2,500.00
	pcs	Brown Envelop (Long size)	200	4.00	800.00
	pcs	Correction tape (22 meters)	5	35.00	175.00
		TOTAL			₱ 5,560.00
(Total Amount in Words)					
FIVE THOUSAND FIVE HUNDRED SIXTY PESOS 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 over Printed Name of Supplier

NOV 20 2018

Date

Very truly yours,



CECILLE BERNADETTE P. RIVERA, CESO V

Authorized Official  
Schools Division Superintendent  
Designation

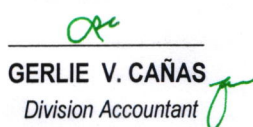
Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS NO: 18-10-1574

Date of the ORS/BURS: 11-14-18

AMOUNT: 5,560.00

  
GERLIE V. CAÑAS  
Division Accountant

