



**DEPARTMENT OF EDUCATION  
REGION V  
DIVISION OF CAMARINES SUR  
SAN JOSE PILI, CAMARINES SUR  
FAX NO. : 871-3342**



## PURCHASE ORDER

Supplier: GALAXY POINT ENTERPRISES  
Address: General Luna St., Brgy. Dinaga Naga City  
TIN: 944155300001  
Gentlemen:

P.O. No: 2018-11-107  
Date:  
Mode of Procurement:  
Shopping Under Sector 52(b)

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
		<b>SUPPLY AND DELIVERY OF OFFICE MATERIALS FOR THE CONDUCT OF 2018 NATIONAL CAREER ASSESSMENT EXAMINATION (NCAE) FOR GRADE 9</b>			
	box	Packaging tape (2 inches)	12	32.00	384.00
	box	Tape dispenser (2 inches)	3	109.00	327.00
	box	Expandable Envelop (long size)	1	750.00	750.00
	ream	Bond Paper (legal size, Substance 20/70gsm)	6	268.00	1,608.00
	pcs	Flash Drive (32GB)	1	795.00	795.00
					₱ 3,864.00
(Total Amount in Words)					
<b>THREE THOUSAND EIGHT HUNDRED SIXTY FOUR PESOS ONLY***</b>					

Note: 1) 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:

**GALAXY POINT ENTERPRISES  
GENERAL LUNA ST. BRGY. DINAGA N.C.**

Signature over Printed Name of Supplier

TEL. NOV 13 2018 FAX NO. 8812040

Date  
TIN NO. 944 155 300 001

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

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

**GERLIE V. PAÑAS**  
Division Accountant

Very truly yours,

**CECILLE BERNADETTE P. RIVERA, CESO V**

Authorized Official

Schools Division Superintendent

Designation

ORS/BURS NO: 18-10-0474

Date of the ORS/BURS: 4-12-18

AMOUNT: 3,864.00

**COMMISSION ON AUDIT  
(Dep Ed Camarines Sur Division)**

Received by:

Date Received: 19 NOV 2018