



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



**PURCHASE ORDER**

**Supplier: PAPEL AT PLUMA ENTERPRISES**

Address: Basilica Rd., Brgy. Balatas, Naga City

**TIN:**

**Gentlemen:**

**P.O. No: 2018-07-071**

**Date: 8-23-18**

**Mode of Procurement:**


**Shopping Under Section 52.1b**

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 & DELIVERY OF MATERIALS FOR DIVISION LAC SESSIONS OF ALS IMPLEMENTERS ON K TO 12 ALS			
	ream	bond paper ( short size)	8	185.00	1,480.00
	blt.	Epson Printer Ink Yellow (T6644)	1	343.00	343.00
	blt.	Epson Printer Ink red (T6643)	1	343.00	343.00
	ream	Colored bond paper (short) assorted	10	185.00	1,850.00
	box	Ballpen (blk)	2	72.00	144.00
	pcs	Manila Paper	100	4.00	400.00
	box	Plastic Paper Fastener	2	35.00	70.00
	pcs	Scissor (Standard Big)	3	55.00	165.00
	pcs	Plastic File box (big)	2	942.00	1,884.00
					P 6,679.00
(Total Amount in Words)					
SIX THOUSAND SIX HUNDRED SEVENTY NINE PESOS ONLY***					

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:

  
 Signature over Printed Name of Supplier  
 8-23-18  
 Date


Very truly yours,

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


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

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

ORS/BURS NO: 18-CQ-09276  
 Date of the ORS/BURS: 8/15/18  
 AMOUNT: 6,679.00

  
 GERLIE V. CAÑAS  
 Division Accountant

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

Received by:   
 Date Received: 24 AUG 2018