



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: 2018-05-030

Date: 6-18-18

Mode of Procurement:

Shopping Under Sector 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 AND DELIVERY OF MATERIALS FOR THE DIVISION LIVE-OUT TRAINING-WORKSHOP FOR SENIOR HIGH SCHOOL SCIENCE TEACHERS (July 4-7, 2018)			
	pcs	Ball pen, Black	200	6.00	1,200.00
	pcs	Lead Pencil	200	7.00	1,400.00
	pcs	Notebook, 80 leaves	200	10.00	2,000.00
	reams	Coupon Bond, Substance 20, long sized	15	200.00	3,000.00
	reams	Coupon Bond, Substance 20, short sized	20	175.00	3,500.00
	bottle	Computer Printer L220 Refill Ink, Magenta	2	295.00	590.00
	bottle	Computer Printer L220 Refill Ink, Yellow	2	295.00	590.00
	bottle	Computer Printer L220 Refill Ink, Blue	2	295.00	590.00
	bottle	Computer Printer L220 Refill Ink, Black	4	295.00	1,180.00
	pcs	Manila paper	200	3.50	700.00
	pcs	Rewritable DVD	50	37.00	1,850.00
	pcs	Souvenir Item, 3 folds umbrella, purple	15	679.00	10,185.00
	reams	Assorted Colored Paper, long-sized	5	196.00	980.00
	pairs	Scissors (big)	30	39.00	1,170.00
	pcs	Permanent Marker, Black	25	41.00	1,025.00
	pcs	Permanent Marker, Blue	25	41.00	1,025.00
	pcs	Permanent Marker, Red	25	41.00	1,025.00
					P 32,010.00
(Total Amount in Words)					
THIRTY TWO THOUSAND TEN 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:

Manita A. Serrano
Signature over Printed Name of Supplier
6-18-18
Date

Received by: [Signature]
Very truly yours,
Date Received: 28 JUN 2018

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

Fund Cluster: _____
Funds Available: _____

ORS/BURS NO: 18-06-02246
Date of the ORS/BURS: 6/18/18
AMOUNT: 32,010.00

Gerlie V. Cañas
GERLIE V. CAÑAS
Division Accountant