



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: 2018-05-031**

**Date: 7-5-18**

**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 ORIENTATION MATERIALS FOR FINALIZATION AND ENCODING OF PERSONNELS' INFORMATION IN THE ENTERPRISE HUMAN RESOURCE INFORMATION SYSTEM (EHRIS) ORIENTATION ON THE IMPLEMENTATION OF PROJECT CAMSUR AND FOOD FOR PARTICIPANTS FACILITATORS AND GUESTS			
	bottle	Bottomless ink, T6641	30	295.00	8,850.00
	bottle	Bottomless ink, T6642	10	295.00	2,950.00
	bottle	Bottomless ink, T6643	10	295.00	2,950.00
	bottle	Bottomless ink, T6644	10	295.00	2,950.00
	pcs	Ballpoint pen, gel type, black	20	27.00	540.00
	pcs	Ballpoint pen, gel type, blue	20	27.00	540.00
	pcs	Ballpoint pen, gel type, orange	20	27.00	540.00
	pcs	Correction tape, 22 meter	10	24.00	240.00
					P 19,560.00
(Total Amount in Words)					
NINETEEN THOUSAND FIVE HUNDRED SIXTY 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:

Very truly yours,

MARIA TINA A. SEDAN  
Signature over Printed Name of Supplier  
7-5-18  
Date

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

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

ORS/BURS NO: 12-02-01763

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

Date of the ORS/BURS: 12-21-18

AMOUNT: 19,560.00

Gerlie V. Cañas  
GERLIE V. CAÑAS  
Division Accountant  
COMMISSION ON AUDIT  
(Dep Ed Camarines Sur Division)

Received by: [Signature]  
Date Received: 10 JUL 2018