



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



COMMISSION ON AUDIT  
 (DepEd Camarines Sur Division)

**PURCHASE ORDER**

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

Received by:

P.O. No: 2018-12-132  
 Date: 12-28-18  
 Mode of Procurement: 03 JAN 2019  
 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 MATERIALS FOR THE 2018 TEACHER INDUCTION PROGRAM</b>					
	reams	Assorted colored papers, short, light colors	13	156.00	2,028.00
	pcs.	Ballpen, black	1050	5.00	5,250.00
	reams	Bond paper, long, substance 20, 80gsm	10	240.00	2,400.00
	reams	Bond Paper, short, substance 20, 80gsm	10	210.00	2,100.00
	reams	Canon Specialty Paper, Off-white, short	3	550.00	1,650.00
	packs	Cartolina, Light Green, 10pcs/pack	5	55.00	275.00
	packs	Cartolina, Light Yellow, 10pcs/pack	5	55.00	275.00
	packs	Cartolina, Light Pink, 10pcs/pack	5	55.00	275.00
	packs	Cartolina, Light Blue, 10pcs/pack	5	55.00	275.00
	packs	Cartolina, White, 10pcs/pack	5	55.00	275.00
	pcs.	Clear Book, long	5	35.00	175.00
	pcs.	Correction tape, film base	20	23.00	460.00
	pcs.	Folder, cream, long	50	5.50	275.00
	rolls	Masking tape, 1 inch	30	18.00	540.00
	boxes	Permanent markers, black, broad, 12/box	10	396.00	3,960.00
	pcs.	Scissors, heavy duty, stainless	20	32.00	640.00
	boxes	Whiteboard markers, black	5	660.00	3,300.00
					<b>₱ 24,153.00</b>
(Total Amount in Words)					
<b>TWENTY FOUR THOUSAND ONE HUNDRED FIFTY THREE 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:

**EDENY. LO**  
**GALAXY POINT ENT.**

Signature over Printed Name of Supplier

Date

12/28/18

Fund Cluster:

Funds Available:

**GERLIE V. CAÑAS**  
 Division Accountant

Very truly yours,

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

ORS/BURS NO: \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_