



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

PURCHASE ORDER

Supplier :	CHANNA OFFICE SUPPLIES & EQUIPMENT TRADING	P.O. No. :	25-01-008
Address :	SAGAY CITY	Date :	January 28, 2025
TIN :		Mode of Procurement :	SMALL VALUE

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	DepEd Schools Division of Sagay	Delivery Term :	SEVEN (7) CALENDAR DAYS UPON RECEIPT OF PO		
Date of Delivery :	FEB 03 2025	Payment Term :	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	Dry Seal, Division Logo, 2" (Fabricated)	1	5950.00	5950.00

(Total Amount in Words)

Five Thousand Nine Hundred Fifty Pesos

₱5,950.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Channa Office Supplies and Equipment Trading
Signature over Printed Name of Supplier

JAN 28 2025

Date

DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent
Head of Procuring Entity

Fund Cluster : _____
Funds Available : _____

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____

JOSIE R. REBUSQUILLO
Accountant III