
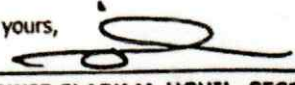




Appendix 61

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

PURCHASE ORDER

Supplier :	NEED INK SALES & SERVICES	P.O. No. :	25-01-011		
Address :	BACOLOD CITY	Date :	February 4, 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 :	February 6, 2025	Payment Term	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Units	HP 335X High Yield Black Original Laser Jet Toner Cartridge	3	3180.00	9540.00
(Total Amount in Words)		Nine Thousand Five Hundred Forty Pesos		P9,540.00	
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,			
					
Signature over Printed Name of Supplier		DANNIE CLARK M. UGAIL, CESE OIC-Schools Division Superintendent			
02-06-2025		Head of Procuring Entity			
Date					
Fund Cluster : _____		ORS/BURS No. : _____			
Funds Available : _____		Date of the ORS/BURS: _____			
JOSIE R. REBUSQUILLO Accountant III		Amount : _____			