



Appendix B

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

PURCHASE ORDER

Supplier :	SAGAY STICKERZ PRINTING SERVICES	P.O. No. :	25-02-021
Address :	SAGAY CITY	Date :	February 18, 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 21 2025	Payment Term	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	Customized Lanyard, width 1"	130	60.00	7,800.00
(Total Amount in Words)		Seven Thousand Eight Hundred Pesos			P7,800.00

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:

Signature over Printed Name of Supplier

FEB 18 2025

Date

Very truly yours,

DANNIE CLARK M. UGUIL, CESEOIC-Schools Division Superintendent
Head of Procuring EntityFund Cluster : _____
Funds Available : _____ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____**JOSIE R. REBUSQUILLO**

Accountant III