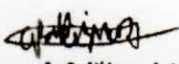





Appendix 61

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. :	25-02-028	
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 :		February 19, 2025		Payment Term : THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	reams	A4 size Bondpaper 70 gsm	5	235.00	1,175.00
	pcs	Sign Pen, .5, Black	35	15.00	525.00
	pcs	Pentelpen (Black, Broad)	4	45.00	180.00
	roll	Cartolina (Assorted)	1	120.00	120.00
(Total Amount in Words)		Two Thousand Pesos.			₱2,000.00
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:  CHANNA OFFICE SUPPLIES & EQUIPMENT TRADING Signature over Printed Name of Supplier FEB 18 2025 Date			Very truly yours,  DANNIE CLARK M. UGAIL, 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					