



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

**PURCHASE ORDER**

Supplier :	<b>ZALE GRAFIX DIGITAL PRINTING SERVICES</b>	P.O. No. :	<b>25-02-029</b>		
Address :	<b>SAGAY CITY</b>	Date :	<b>February 25, 2025</b>		
TIN :		Mode of Procurement :	<b>SMALL VALUE</b>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery :	<b>DepEd Schools Division of Sagay</b>		Delivery Term :	<b>SEVEN (7) CALENDAR DAYS UPON RECEIPT OF PO</b>	
Date of Delivery :	<b>FEB 27 2025</b>		Payment Term :	<b>THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION</b>	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	Athletes Passport Booklet, 3.465" x 4.921" assembly, Portrait Size, 300 gsm Cover, 250 gsm Inside, Saddle Stitched Finishing, Folded, 2 sides colod printing 24 pages including cover.	40	248.00	9,920.00
<b>(Total Amount in Words)</b>		<b>Nine Thousand Nine Hundred Twenty Pesos</b>			<b>P9,920.00</b>
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		OIC-Schools Division Superintendent			
<b>FEB 25 2025</b>		Head of Procuring Entity			
Date					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
			Amount : _____		
<b>JOSIE R. REBUSQUILLO</b> Accountant III					