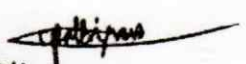





Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

PURCHASE ORDER

Supplier :	CHANNA OFFICE SUPPLIES & EQUIPMENT TRADING		P.O. No. :	25-02-033	
Address :	SAGAY CITY		Date :	February 21, 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 24, 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	3	249.00	747.00
	reams	Long size Bondpaper 70 gsm	3	249.50	748.50
	pcs	Sign Pen, .5, Black	15	34.50	517.50
	pcs	Sign Pen, .5, Red	15	34.50	517.50
	pcs	Correction Tape, 8m	5	44.50	222.50
	pcs	Pentelpen, Black, Broad	5	48.75	243.75
	pcs	Highlighter-Pen Multi Colored	10	49.75	497.50
	packs	Specialty Paper, 180 gsm	4	119.50	478.00
(Total Amount in Words)		Three Thousand Nine Hundred Seventy-Two Pesos & 25/100.			P3,972.25
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 Signature over Printed Name of Supplier FEB 21 2025 Date			 DANNIE CLARK M. UGAIL, CESE OIC-Schools Division Superintendent Head of Procuring Entity		
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
			Amount : _____		
JOSIE R. REBUSQUILLO Accountant III					