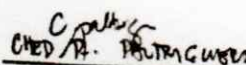





Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

Appendix 61

**PURCHASE ORDER**

Supplier :	<b>CHANNA OFFICE SUPPLIES &amp; EQUIPMENT TRADING</b>		P.O. No. :	<b>25-02-036</b>	
Address :	<b>SAGAY CITY</b>		Date :	<b>March 3, 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>MAR 07 2025</b>		Payment Term : <b>THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION</b>	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	reams	A4 size Bondpaper 70 gsm	5	232.00	1,160.00
	pcs	Highlighter Pen (Multi-Colored)	10	49.00	490.00
	pcs	Marker Pen, Black	4	49.00	196.00
	roll	Cartolina (Assorted)	1	125.00	125.00
(Total Amount in Words)		One Thousand Nine Hundred Seventy-One Pesos			<b>P1,971.00</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:   <b>CHANINA</b> Signature over Printed Name of Supplier  <b>MAR 03 2025</b> Date			Very truly yours,  <b>DANNIE CLARK M. UGAIL, CESE</b> OIC-Schools Division Superintendent Head of Procuring Entity		
Fund Cluster : _____ Funds Available : _____  <b>JOSIE R. REBUSQUILLO</b> Accountant III			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		