



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. :	25-02-037
Address :	SAGAY CITY	Date :	March 3, 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 :	March 10, 2025	Payment Term :	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	meters	Flat Cord, # 16	4	150.00	600.00
	set	Complete Set Wall Outlet	1	290.00	290.00
	meters	HDMI Cord	5	100.00	500.00
	can	Concrete Putty, White	1	300.00	300.00

(Total Amount in Words)	One Thousand Six Hundred Ninety Pesos	₱1,690.00
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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

MAR 03 2025
Date

Very truly yours,

DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent
Head of Procuring Entity

Fund Cluster : _____

Funds Available : _____

JOSIE R. REBUSQUILLO
Accountant III

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____