



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

**PURCHASE ORDER**

Supplier :	<b>CHANNA OFFICE SUPPLIES &amp; EQUIPMENT TRADING</b>	P.O. No. :	<b>25-02-037</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 :		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	<b>₱1,690.00</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:

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 : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_

**JOSIE R. REBUSQUILLO**

Accountant III