





Appendix 61

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. :	25-02-039		
Address :	SAGAY CITY	Date :	February 25, 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 :	MAR 03 2025	Payment Term :	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	packs	Vellum Board, Long Size, 180 gsm	10	49.00	490.00
	roll	Ribbon Purple (2 inches)	1	64.00	64.00
	pcs	Hair Conditioner	2	59.00	118.00
	roll	Toilet Tissue	5	20.00	100.00
	bottle	Isopropyl Alcohol, 150 ml	3	83.00	249.00
	boxes	Body Soap, 135g	5	51.00	255.00
	bottle	Liquid Hand Soap, 500 ml	3	75.00	225.00
(Total Amount in Words)		One Thousand Five Hundred One Pesos		P1,501.00	
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 OFFICE SUPPLIES & EQUIPMENT TRADING		DANNIE CLARK M. UGUIL, CESE			
Signature over Printed Name of Supplier		OIC-Schools Division Superintendent			
FEB 25 2025		Head of Procuring Entity			
Date					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
JOSIE R. REBUSQUILLO Accountant III			Amount : _____		