



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. :	25-03-044
Address :	SAGAY CITY	Date :	March 18, 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 21, 2025	Payment Term :	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc	HDMI Splitter 1X4	2	1595.00	3190.00
	set	Wireless Microphone	1	6490.00	6490.00
	pcs	Hardbound Notebook	31	129.00	3999.00
	reams	Bondpaper A4 size, 70 gsm	3	248.00	744.00
	reams	Bondpaper Long size, 70 gsm	4	255.00	1020.00
	box	Paper Clips 33mm	5	48.00	240.00
	box	Paper Clips 50mm	5	55.00	275.00
	box	Sign Pen, .5, Black	4	230.00	920.00
	pcs	Correction Tape, 8m	5	40.00	200.00
	pcs	Highlighter Pen (Multi Colored)	10	53.00	530.00
	pcs	Markerpen, Broad, Black	10	62.00	620.00
	pcs	Expanded Envelope, Brown, Long	30	35.00	1050.00
	pcs	Expanded Folder, Long	30	23.00	690.00
	pack	Specialty Paper, A4 size, 180 gsm	3	110.00	330.00
	pcs	Plastic Tray Basket, Big	2	248.00	496.00
	pair	Double A Rechargeable Battery	1	545.00	545.00
	pcs	Storage Box, 100 Liters	2	1480.00	2960.00
	set	Epson ink 003 (magenta, yellow, cyan, black)	2	1350.00	2700.00

(Total Amount in Words)

Twenty-Six Thousand Nine Hundred Ninety-Nine Pesos

**₱26,999.00**

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:


  
CHANNA OFFICE SUPPLIES & EQUIPMENT TRADING

Signature over Printed Name of Supplier

MAR 18 2025

Date

Very truly yours,

  
DANNIE CLARK M. UGUIT, 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