



Appendix 61

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

**PURCHASE ORDER**

Supplier :	FRIENDLY ENTERPRISES OPC ✓	P.O. No. :	25-03-054
Address :	ESCALANTE CITY	Date :	March 28, 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 31, 2025	Payment Term :	THIRTY (30) CALENDAR DAYS UPON DELIVERY COMPLETION		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	reams	A4 size Bondpaper 70 gsm	3	205.00	615.00
	reams	Long size Bondpaper 70 gsm	2	230.00	460.00
	pcs	Brown Envelope, Long Size	140	10.75	1505.00
	packs	Specialty Paper, 180 gsm	5	69.50	347.50

(Total Amount in Words)	Two Thousand Nine Hundred Twenty-Seven Pesos & 50/100.	<b>P2,927.50</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 29 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