



Republic of the Philippines  
Department of Education  
Region X

DIVISION OF EL SALVADOR CITY  
EL SALVADOR CITY CENTRAL SCHOOL  
Zone 3, Poblacion, El Salvador City



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

## PURCHASE ORDER

Supplier: <b>DML's TRADING</b>	P.O No: <b>2020-09-0020</b>
Address: <b>JR BORJA EXIT, GUSA, CAGAYAN DE ORO CITY</b>	Date: <b>09-12-2020</b>
TIN: <b>294-221-090-000</b>	Mode of Payment: <b>CHECK</b>

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>EL SALVADOR CITY CENTRAL SCHOOL</b>	Delivery Term: <b>10 days upon serving P.O</b>
Date of Delivery: <b>09-12-2020</b>	Payment Term:

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	PAPER MULTICOPY, size 210mm x 297mmm, 80 g	325	174.95	56,858.75
2	ream	PAPER MULTICOPY, size 216mm x 330mmm, 80 g	20	240.00	4,800.00

(Total Amount in Words) **Sixty One Thousand Six Hundred Fifty Eight Pesos and Seventy Five Cents** **61,658.75**

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 items.

Conforme: *Charmie B. Pisao*  
Signature over Printed Name of Supplier  
09-12-2020  
Date

Very truly yours, *Mariel B. Ubaub*  
**MARIEL B. UBAUB**  
Signature over Printed Name of Authorized Official  
School Head  
Designation

Fund Cluster: <b>01-Regular Agency Fund</b>	ORS/BURS No.: <b>02-10101-2020-09-100</b>
Funds Available: <u>61,658.75</u>	Date of the ORS/BURS: <b>09-12-2020</b>
<u><i>Gina C. Maña</i></u> <b>GINA C. MAÑA</b> Signature over Printed Name of School Treasurer	Amount: <u>61,658.75</u>