

## PURCHASE ORDER

P.O.No.	1208P-302
Date	August 10, 2012
Term of Payment:	20-30 DAYS
Mode of Procurement	Local shopping

Please deliver to this office within 15 working days from receipt hereof the following:

**Conditions:**

1. The agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. Render your bills in triplicate copies including the original.
3. If the date of the receipt of the P.O. by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the P.O.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

**MARIA RHOELLA S. PARE**  
Chief Management Services  
Division

DATU MASIDING M. ALONTO, JR.  
RVP PRO-10

AMOR CASTILLON  
A0-1

Received copy of P.O. on

BY: ROMEO T. PAGARAN  
Name and Signature of  
Supplier/Representative