

PURCHASE ORDER

Supplier : KIM GUAN EDUC. & SPORTSMASTER INC.
 Address : ILIGAN CITY
 Tel/Fax :
 PR No. : HRU-017-2023
 Date : 2/27/2023

Purchase Order #: 2023-043
 Date : 3/6/2023
 Terms of Payme :
 Mode of Procure : Local Shopping

Please deliver to this Office within **seven (7)** working days from receipt hereof the following:

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	25	pcs	CARTOLINA (5 neon/light color) <i>Assd. Colors</i>	6.95	173.75
2	6	roll	MASKING TAPE 3/4	27.50	165.00
3	3	roll	PAPER TAPE, 2 inches	40.00	120.00
4	60	pcs	BALLPEN, Blue, titus, <i>brand</i>	6.50	390.00
5	1	rm	BOND PAPER (Legal size) A-one brand	220.00	220.00
6	10	rm	BOND PAPER, A4 s-20 A-one brand	205.00	2,050.00
7	1	pc	PERMANENT MARKER (Green), <i>Pilot</i>	38.00	38.00
8	60	pcs	ACETATE A4	7.95	477.00
9	50	pcs	FOLDER, TAGBOARD, <i>A4</i>	4.50	225.00
10	2	doz	MARKER (Blue & Black), <i>Pilot</i>	456.00	912.00
11	5	pcs	PERMANENT MARKER (Blue, Red), <i>Pilot</i>	38.00	190.00
12	30	pcs	MANILA PAPER	37.50	1125.00
13	2	pack	STICKER PAPER, Neon color, legal size	49.50	99.00
			xxxxx nothing follows xxxxxx		
			Comptrollership Unit		
			RECEIVED		
			Received by: <i>[Signature]</i> Date: 3-21-23		
			TOTAL		5,172.25

Conditions:

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

Funds available in the amount of: 9,172.25

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

DATU MASIDING M. ALONTO, JR.
 Regional Vice President

Received this P.O. Copy on: _____
 by: _____

Conform:



Name and Signature of
 Supplier/Representative