

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	LEGAZPI JEBSON TRADING	PO. No.	NF 2004-0097
Address:	Magallanes St., Legazpi City	Date :	April 20, 2020
		Mode of Procurement:	SHOPPING

Gentlemen:

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

Place of Delivery:	HAVEN, Ligao City	Payment Term:	Charge
Date of Delivery:	Five (5) working days upon receipt of Purchase Order	Delivery Term:	15-30 days after activity

Item No.	Unit	Description	Quantity	Unit Cost	Amount
PURCHASE OF OFFICE SUPPLIES FOR HAVEN					
	ream	Premium Colored Paper 250 sheets 8 1/2x11 80 GSM (Avia)	10	163.00	1,630.00
	ream	Premium Colored Paper 250 sheets 8 1/2x13 80 GSM (Avia)	10	186.00	1,860.00
	piece	Mathematics Notebook 6x8 1/2 80 leaves	30	23.50	705.00

Total Amount
in Words:

FOUR THOUSAND ONE HUNDRED NINETY FIVE PESOS ONLY***

4,195.00

NF 2001-0020

Conforme:

Very truly yours,

ARNEL B. GARCIA, CESO I
Regional Director

LEGAZPI JEBSON TRADING

Signature over Printed Name of Supplier

Date

Funds Available:

LLOYD DRAZEN B. BAS
Accountant III

ORS No.:

20-04-02132

Amount:

P 4,195

CHART