



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

PURCHASE ORDER

Office / Campus: MIMAROPA REGION CAMPUS  
Address / Contact Details: Brgy. Rizal, Odiangan, Romblon

Supplier: SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING  
Address: Brgy. Tuburan, Odiangan, Romblon  
PO No.: 2021-09-PO069  
Date: 15-Sep-21  
TIN: 220-846-233-002  
Mode of Procurement: SVP

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

Place of Delivery: PSHS-MRC, Rizal, Odiangan, Romblon  
Delivery Term: none  
Date of Delivery: 15 calendar days  
Payment Term: 30

| Stock / Property No. | Unit   | Description           | Quantity | Unit Cost  | Total Cost  |
|----------------------|--------|-----------------------|----------|------------|-------------|
| Lot 1                | box    | Bond Paper            | 90       | P 890.00   | P 80,100.00 |
|                      |        | Specifications:       |          |            |             |
|                      |        | A4                    |          |            |             |
|                      |        | 70 gsm                |          |            |             |
|                      |        | Ultra white           |          |            |             |
|                      | box    | Expanding Envelope    | 10       | P 1,200.00 | P 12,000.00 |
|                      | bottle | Padding Glue          | 12       | P 220.00   | P 2,640.00  |
|                      | ream   | Folders               | 5        | P 550.00   | P 2,750.00  |
|                      |        | White                 |          |            |             |
|                      |        | Long                  |          |            |             |
|                      |        | ***Nothing Follows*** |          |            |             |

(Total Amount in Words:) Ninety SEVEN THOUSAND FOUR HUNDRED Ninety PESOS ONLY P 97,490.00

In case of failure to make 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:

Very truly yours,

*Josephine H. Santiago*  
SANTIAGO'S OFFICE SUPPLIES AND EQUIPMENT TRADING

*Edward E. Albaracin*  
EDWARD E. ALBARACIN  
Campus Director

Signature over Printed Name of Supplier

9-23-2021

Date

Fund Cluster: 01  
Funds Available: P 97,490.00

ORS / BRS No.: 02-10701-2021-09-00976

Date of ORS / BRS No.: SEP 1 2021

Amount: P 97,490.00

*Ivy May F. Famatiga*  
IVY MAY F. FAMATIGA  
Accountant