202/1627

SUN

PURCHASE ORDER

Department of Education
SCHOOLS DIVISION OF DIGOS CITY
Agency / Procuring Entity

Supplier	**PRINCE EDUCATIONAL SUPPLY**	P.R. No.	**25-09-124**
Address	**132 Bolton St., Davao City**	P.O. No.	**25-09-0162**
Contact No.	[redacted]	Date:	**September 25, 2025**
TIN		Mode of Procurement	**Small Value Procurement**

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

Place of Delivery	**DEPED DIGOS CITY DIVISION** **COR. ROXAS & LOPEZ JAENA STS., DIGOS CITY**
Date of Delivery	**Within 15 calendar days upon receipt of PO.**
Payment Term	**WITHIN 30 DAYS**

ITEM NO.	*UNIT*	*DESCRIPTION*	*QTY*	*UNIT COST*	*AMOUNT*
		Supply and Delivery of Training Kits for ARAL Tutors	764	54.50	**41,638.00**
lot 3	piece	Expanded envelope, long, plastic with handle	77	47.50	**3,657.50**
	box	Ball-point pen, by 10s per box	77	52.00	**4,004.00**
	box	Pencil, lead #2, 12 pieces per box	764	1.40	**1,069.60**
	piece	Pencil sharpener	764	4.00	**3,056.00**
	piece	Eraser, rubber	764	11.50	**8,786.00**
	piece	Crayons, 8 colors	764	14.75	**11,269.00**
	piece	Spiral notebook, 80 leaves, medium-sized	764	4.75	**3,629.00**
	piece	Ruler, plastic			
		SUBJECT TO WITHHOLDING TAX	TOTAL		
Total Amount in words:		***Seventy Seven Thousand One Hundred Nine Pesos and 10/100.***			**P77,109.10**

COMMISSION ON AUDIT
RECEIVED
BY:
DATE: 21 OCT 2025
TIME: 3:37

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Conforme:

Minerva
Signature over printed name of Supplier

09/26/25
Date

Funds Available:	**MA. FLORINEL GALLARDO, CPA** Accountant III	ORS No.	1626
		Amount	77,109.10