



PURCHASE ORDER

Department of Education  
SCHOOLS DIVISION OFFICE - DIGOS CITY  
Agency / Procuring Entity



Supplier : **PRINTAHAN DIGITAL MARKETING SERVICES**  
Address : **Aurora Extension, San Jose, Digos City**  
Contact No. : **0917 123 4567**  
TIN : **123 456 789**

P.R. No.: **25-08-105**  
P.O. No.: **25-10-0167**  
Date: **October 7, 2025**  
Mode of Procurement: **Shopping**

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
lot 1		Procurement and Delivery of Office and School Supplies of the Division Office for the 3rd and 4th Quarter of CY 2025 (Recanvass)			
	gallon	Alcohol, ethyl, gallon	10		3,000.00
	piece	Sign pen, extra fine tip, 0.5, black	21		210.00
	piece	Sign pen, fine tip, 0.5, black	82		820.00
	piece	Sign pen, 1.0, black	20		440.00
	piece	Sign pen, extra fine tip, 0.5, blue	70		700.00
	piece	Sign pen, medium tip, 0.5, blue	36		360.00
	pack	Battery, dry cell, AA size, 2 pieces per pack	8		192.00
	pack	Battery, dry cell, AAA size, 4 pieces per pack	8		176.00
	pack	Photo paper, A4, 10 pieces per pack	15		480.00
	bottle	Epson ink 664, black	4		1,260.00
	bottle	Epson ink 664, magenta	4		1,300.00
	bottle	Epson ink 664, cyan	4		1,300.00
	pack	Sticker paper, glossy, A4, 10 pieces per pack	10		420.00
	roll	Double sided tape, 1 inch	5		160.00
	box	Plastic fastener, 10 pieces per box	10		120.00
	piece	Philippine national flag, 3ft x 5ft, thick cloth	6		1,080.00
	piece	Glue, all-purpose, big, 125 grams	5		190.00
	box	Staple wire, heavy duty, binder type, 23/13, 10 pieces per box	14		784.00
	roll	Tape, transparent, 1 inch	10		110.00
	piece	Correction tape, 20 meters, with extra refill	50		1,950.00
	piece	Data folder, filer, blue	60		7,800.00
	piece	Dater stamp, standard size	6		336.00
	piece	Marker, permanent, black	24		288.00
	piece	Marker, permanent, blue	24		288.00
	piece	Marker, permanent, red	15		180.00
	piece	Marker, whiteboard, black	12		144.00
	piece	Marker, whiteboard, blue	12		144.00
	box	Certificate holder, A4, 100 pieces per box	1		4,450.00
	piece	Pencil sharpener, heavy duty, mechanical	1		400.00
	piece	Puncher, paper, heavy duty	12		2,400.00
	pad	Notepad, stick-on, 50mm x 76mm	16		288.00
	pad	Notepad, stick-on, 76mm x 100mm	12		300.00
	pad	Notepad, stick-on, 76mm x 76mm	12		228.00
	piece	Notebook, stenographer	10		380.00
	book	Record book, 300 pages	32		2,560.00
	book	Record book, 500 pages	32		3,616.00
	pack	Tissue, interfolded paper towel	75		3,675.00
	pack	Toilet tissue paper, 2ply, 10p/pack	25		3,250.00
	can	Insecticide, 500ml	5		475.00
	piece	Ballpen, black	48		168.00
	bottle	Brother ink BT D60, black	5		2,240.00
	bottle	Brother ink BT 500, cyan	2		896.00
	bottle	Brother ink BT 500, magenta	2		896.00
	bottle	Brother ink BT 500, yellow	2		896.00



	<b>SUBJECT TO WITHHOLDING TAX</b>	<b>TOTAL</b>	
Total Amount in words:	<b>Fifty One Thousand Three Hundred Fifty Pesos Only.</b>		<b>P51,350.00</b>

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 T. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Conforme:

Signature over printed name of Supplier

Date

Funds Available:

**MA. FLORINEL GALLARDO, CPA**  
Accountant III

ORS No:

Amount: