

mul. SARRY

PURCHASE ORDER

Department of Education  
SCHOOLS DIVISION OF Digos City  
Agency / Procuring Entity

Supplier: **ECV OFFICE SUPPLIES WAREHOUSE INC.**  
Address: **No. 68, Villamor Street, B.O. Obrero, Agdao, Davao City**  
Contact No: [REDACTED]  
TIN: [REDACTED]

P.R. No.: 25-12-190  
P.O. No.: 25-12-0263  
Date: December 26, 2025  
Mode of Procurement: **Small Value Procurement**

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

Piece 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 2		Procurement and Delivery of Supplies for the Division Training of Teaching and Teaching-Related Personnel on the Alignment of Classroom and National Assessment			
	unit	Printer, 3 in 1 with scanner and continuous ink supply	7	9,000.00	63,000.00
	ream	Paper, Multicopy, A4, 80gsm	253	208.00	52,118.00
	bottle	Epson ink, 003 Black	30	290.00	8,700.00
	bottle	Epson ink, 003 Cyan	30	290.00	8,700.00
	bottle	Epson ink, 003 Magenta	30	290.00	8,700.00
	bottle	Epson ink, 003 Yellow	30	290.00	8,700.00
	ream	Velum paper, 180gsm, 100 sheets per ream, for certificate (beige/cream color)	10	360.00	3,600.00
	piece	Certificate holder, A4	100	36.00	3,600.00
	piece	Marker, permanent, broad type	50	33.00	1,650.00
	roll	Tape, transparent, 48mm	200	40.00	8,000.00
	roll	Tape, masking, 24mm	100	18.00	1,800.00
	roll	Tape, masking, 48mm	150	40.00	6,000.00
	pair	Scissors, stainless steel, big (min. 8 inches)	50	88.00	4,400.00
	piece	Stapler, no. 35, heavy duty	50	105.00	5,250.00
	box	Staple wire, no. 35	50	32.00	1,600.00
	ream	Sticker paper, A4 size, matte, 100 sheets per ream	18	360.00	6,480.00
	piece	Notebook, spiral, 80 leaves, medium-sized	200	14.00	2,800.00
	piece	Sign pen, 0.5 blue	200	10.00	2,000.00
	piece	Sign pen, 0.5 black	200	10.00	2,000.00

Total Amount in words: **One Hundred Ninety Nine Thousand and Ninety Eight Pesos Only.** GRAND TOTAL: **P199,098.00**

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

Conforme: **RICHARD CEDROME**  
**ECV OFFICE SUPPLIES WAREHOUSE, INC.**  
No. 68 Villamor Street, B.O. Obrero, Agdao,  
Davao City 8000 Philippines  
227-0826 / 225-7402 / 225-7451  
Signature of Supplier: [Signature]  
Date: **12-8-2025**

Very truly yours,  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

Funds Available: **MA FLORIMEL SALLARDO, CPA**  
Accountant III

ORS No: **2423**  
Amount: **199,098**

**COMMISSION ON AUDIT RECEIVED**  
BY: [Signature]  
DATE: **08 JAN 2026**  
NAME: [Signature]