

PURCHASE ORDER
 Department of Social and Welfare and Development
 Field Office Region XIII CARAGA

Supplier Name: BUTUAN GRAND PALACE HOTEL	Purchase Order No.: 24-01-0026
Address: Capitol Drive Butuan City	Date: 2024-01-30
TIN: 264-682-709-000	Mode of Procurement: NP Small Value Procurement
PhilGEPS No.: _____	

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

Place of Delivery: DSWD Caraga Regional Office, Capitol Site, Butuan City	Delivery Term: As Per Book Schedule After Receipt of Approved P.O.
Date of Delivery: _____	Payment Term: Within 30 Working Days After the Inspection and Acceptance Report is received

#	Unit	Description	Quantity	Unit Cost	Total Cost
1	PAX	1 meal and 2 Snacks 2 Meetings	55.00	500.00	55,000.00
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p align="center">COMMISSION ON AUDIT DSWD FO XIII OFFICE OF THE AUDITOR RECEIVED</p> <p>DATE: <u>1/31/2024</u> TIME: _____</p> <p>BY: _____</p> </div>					
"Catering Services: SPPMO MONTHLY STAFF MEETING 2024"					
(Total Amount in Words) FIFTY-FIVE THOUSAND PESOS ONLY				TOTAL	55,000.00

In case of failure to make the 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.

Conforme: _____ Very truly yours, _____

<p>J.R. ARIZ CASGANA Sales & Operations Manager Signature Over Printed Name of Supplier Date: <u>1-30-24</u></p>	<p>MARI-FLOR A. DOLLAGA-LIBANG Signature Over Printed Name of Authorized Official Regional Director Designation</p>
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Fund Cluster: _____	DV No.: <u>24-01-0026</u> Date: <u>1/30/2024</u>
Fund Available: _____	ORS/BURS No.: <u>24-01-0150</u> Date: <u>1/30/2024</u>
<p>GRETCHEN FERNANDEZ ESCALA Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit Date: <u>1/30</u></p>	Source of Funds: <u>101</u>
	UACS Code: <u>500003000 -</u>
	Responsibility Center: <u>00016-01-01-01.04-02</u>
	Amount: <u>55,000 -</u>

This agency adheres to "NO GIFT ALLOWED" policy pursuant to the provision of R.A 6713 known as the Code of Conduct and Ethical Standards for Public Official and Employees.

** To track your Voucher/Payment you may text in the following PO [SPACE] PURCHASE ORDER NUMBER and send to 09560847559 **