

PURCHASE ORDER

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

Supplier Name: OLARTE LESSOR	Purchase Order No.: 24-03-0206
Address: Dagohoy Street, Butuan City, Agusan del Norte	Date: 2024-03-01
TIN: _____	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: Butuan City, Agusan del Norte	Delivery Term: The use of the office building will start on the first day of the agreed contract duration.
Date of Delivery: _____	Payment Term: Within 30 working days after receipt of SOA and other pertaining documents.

#	Unit	Description	Quantity	Unit Cost	Total Cost	
1	MOS.	Office Rental for March to December with 2 Months Advance and 2 Month Deposit - 1	12.00	14,000.00	168,000.00	
"Rent: Warehouse / Office Rental for KALAHY-CIDSS for Year 2024"					TOTAL	168,000.00

**COMMISSION ON AUDIT
C SWD FO XIII
OFFICE OF THE AUDITOR
RECEIVED**

DATE: **3/7/2024** TIME: _____
BY: _____

**ACCOUNTS SECTION
RECEIVED**

DATE: **3/4/24**
11:36 AM

(Total Amount in Words) **ONE HUNDRED SIXTY-EIGHT THOUSAND PESOS ONLY**

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: _____
MARTIN B. CASINILLO
Signature Over Printed Name of Supplier
Date: **3-4-2024**

Very truly yours,

MARI-FLOR A. DOLAGA-LIBANG
Signature Over Printed Name of Authorized Official
Regional Director
Designation

Fund Cluster: **02**
Fund Available: _____

GRETCHEN FERNANDEZ ESCALA
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

DV No.: **24-03-2568** Date: **3/1/24**
ORS/BURS No.: **24-03-2539** Date: **3/11/24**
Source of Funds: **COF**
UACS Code: **5029905001**
Responsibility Center: **00016-01-02-02-03**
Amount: **168,000.00**

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 **