

**PURCHASE ORDER**

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

Supplier Name: <b>SUNGOLD COMMERCIAL</b>	Purchase Order No.: <b>24-09-1771</b>
Address: <b>P. Burgos St. Butuan City</b>	Date: <b>2024-09-27</b>
TIN: <b>125-637-051-000</b>	Mode of Procurement: <b>Shopping</b>
PhilGEPS No.: _____	

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

Place of Delivery: <b>DSWD Caraga Regional Office, Capitol Site, Butuan City</b>	Delivery Term: <b>Within 15 Working Days After Receipt of Approved P.O.</b>
Date of Delivery: _____	Payment Term: <b>Within 30 Working Days After the Inspection and Acceptance Report is received</b>

#	Unit	Description	Quantity	Unit Cost	Total Cost
1	REAM/S	File Folder (Plain white, Legal size)	100.00	500.00	50,000.00
2	PC/S	Correction Tape (at least 8m)	60.00	19.00	1,140.00
"Office Supplies: OFFICE SUPPLIES FOR SLP IMPLEMENTATION(CHARGE TO CMF-OFFICE SUPPLIES EXPENSE)"					
(Total Amount in Words)			<b>FIFTY-ONE THOUSAND ONE HUNDRED FOURTY PESOS ONLY</b>	<b>TOTAL</b>	<b>51,140.00</b>

**COMMISSION ON AUDIT  
DSWD FO XIII  
OFFICE OF THE AUDITOR  
RECEIVED**

DATE: 10/29/24 TIME: \_\_\_\_\_  
BY: [Signature]

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,**

ELIT SONGCAYA  
Signature Over Printed Name of Supplier  
Date: 10/28/24

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

Fund Cluster: <u>101</u>	DV No.: <u>24-09-15201</u> Date: _____
Fund Available: _____	ORS/BURS No.: <u>24-09-15074</u> Date: _____
<b>GRETCHEN FERNANDEZ ESCALA</b> Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit Date: <u>10/18</u>	Source of Funds: <u>101</u>
	UACS Code: <u>502030100</u>
	Responsibility Center: <u>20016-01-902-9</u>
	Amount: <u>51,140</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 \*\***