

**PURCHASE ORDER**

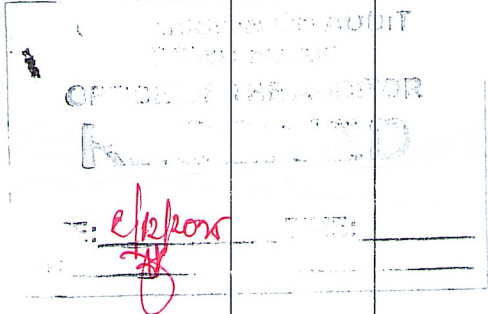
Department of Social and Welfare and Development  
Field Office Region XIII CARAGA

Supplier Name: <b>ALBA S REAL ESTATE LESSOR</b>	Purchase Order No.: <b>25-01-0014</b>
Address: <b>J.C. Aquino Avenue, Butuan City</b>	Date: <b>2025-01-24</b>
TIN: <b>144-048-036-004</b>	Mode of Procurement: <b>Lease of Real Property and Venue</b>
PhilGEPS No.: _____	

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

Place of Delivery: <b>Butuan City</b>	Delivery Term: <b>On the 1st day of the indicated period in the contract</b>
Date of Delivery: <b>March to December 2025</b>	Payment Term: <b>Within 30 days after the receipt of SOA and other required pertaining documents</b>

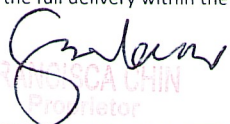

#	Unit	Description	Quantity	Unit Cost	Total Cost
1	MOS.	Office Rental 1 month advance and 2 months deposit - 1	3.00	27,500.00	82,500.00
2	MOS.	Office Rental 9 months (Starting April-December, 2025) - 1	9.00	27,500.00	247,500.00



**"Rent: Innovation Division Office Rental for 2025"**

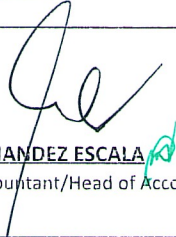
(Total Amount in Words)	<b>THREE HUNDRED THIRTY THOUSAND PESOS ONLY</b>	<b>TOTAL</b>	<b>330,000.00</b>
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:  Very truly yours, 

Signature Over Printed Name of Supplier: \_\_\_\_\_  
Date: **2-12-25**

**MARI-FLOR A. DOLLAGA-LIBAÑG**  
Signature Over Printed Name of Authorized Official  
Regional Director  
Designation

Fund Cluster: _____	DV No.: <b>25-01-03377</b>	Date: <b>1/20/2025</b>
Fund Available: _____	ORS/BURS No.: <b>25-01-03977</b>	Date: <b>1/20/2025</b>
	Source of Funds: <b>101</b>	
<b>GRETCHEN FERNANDEZ ESCALA</b>	UACS Code: <b>50899 05001</b>	
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit	Responsibility Center: <b>00016-01-07</b>	
	Amount: <b>330,000</b>	

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 my text in the following PO [SPACE] PURCHASE ORDER NUMBER and send to 09560847559 \*\*

ACCOUNTING SECTION RECEIVED  
Date: \_\_\_\_\_  
Time: **7:45 PM**  
By: 