

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

Supplier Name: GREGORIA RESIDENCE SPACE RENTAL	Purchase Order No.: 25-02-0184
Address: Brgy. 12, Poblacion, Dapa, Surigao del Norte	Date: 2025-02-21
TIN: 282-940-460-000	Mode of Procurement: Lease of Real Property and Venue
PhilGEPS No.: 384189 - Red	

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

Place of Delivery: Dapa, SDN	Delivery Term: On the 1st day of the indicated period in the contract
Date of Delivery: March to December 2025	Payment Term: Within 30 days after the receipt of SOA and other required pertaining documents

#	Unit	Description	Quantity	Unit Cost	Total Cost
1	MOS.	Office Rental APRIL-NOVEMBER - 1	8.00	20,000.00	160,000.00
2	MOS.	Office Rental Two months advance and Two months deposit - 1	4.00	20,000.00	80,000.00

DATE: **3/7/25** TIME: **3:15 pm**

"Rent: OFFICE RENTAL OF DSWD SO DAPA, SDN"

(Total Amount in Words)	TWO HUNDRED FOURTY THOUSAND PESOS ONLY	TOTAL	240,000.00
-------------------------	---	--------------	-------------------

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: *[Signature]* Very truly yours,
GREGORIA D. SAJUV
 Signature Over Printed Name of Supplier
3-7-25
 Date

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

Fund Cluster: <u>101</u>	DV No.: <u>25-02-1391</u> Date: <u>2/21/2025</u>
Fund Available: _____	ORS/BURS No.: <u>25-02-1910</u> Date: <u>2/27</u>
GRETCHEN FERNANDEZ ESCALA	Source of Funds: <u>101</u>
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit	UACS Code: <u>009905061</u>
	Responsibility Center: <u>0016-01-01-01-03</u>
	Amount: <u>240,000</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 my text in the following PO [SPACE] PURCHASE ORDER NUMBER and send to 09560847559 **