

PURCHASE ORDER

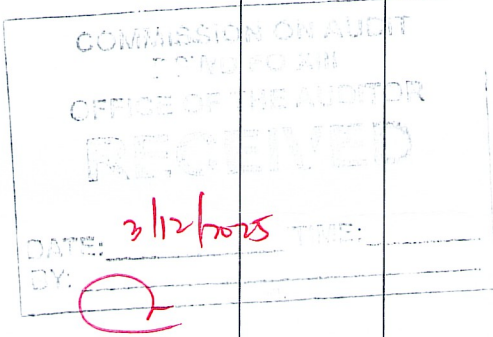
Department of Social and Welfare and Development
Field Office Region XIII CARAGA

Supplier Name: HT REAL ESTATE LESSOR	Purchase Order No.: 25-02-0101
Address: Zone#3 Pizarro St., Capitol Drive, Brgy. Dagohoy, Butuan City	Date: 2025-02-12
TIN: 135-567-083-000	Mode of Procurement: Lease of Real Property and Venue
PhilGEPS No.: 98116-Red	

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

Place of Delivery: Butuan City	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 2 months advance 2 months deposit - 1	4.00	40,000.00	160,000.00
2	MOS.	Office Rental 8 Months April to November 2025 - 1	8.00	40,000.00	320,000.00



"Rent: RSPU Extension office January to December 2025"

(Total Amount in Words)	FOUR HUNDRED EIGHTY THOUSAND PESOS ONLY	TOTAL	480,000.00
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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: *[Signature]* **Helen O. Jim** For the Regional Director:
Signature Over Printed Name of Supplier
Date: **MARCH 12, 2025**

Very truly yours,
MARI-FLOR A. DOLLAGA- LIBANG
Signature Over Printed Name of Authorized Official
Regional Director
Designation

TRISTAN C. TALEN, Ph.D. MA, REB
Director III / ARDA

Fund Cluster: _____
Fund Available: _____
[Signature]
GRETCHEN FERNANDEZ ESCALA
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

DV No.: **25-02-1129** Date: **2/11/25**
ORS/BURS No.: **25-02-1276** Date: **2/17/25**
Source of Funds: **101**
UACS Code: **502990560**
Responsibility Center: **16-01-01-01-04-02**
Amount: **480,000.00**

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