

2020122679

Appendix 61

**PURCHASE ORDER**  
**DENR-PENRO Southern Leyte**  
 Entity Name

Supplier: <b>MAASIN UNION TRADING</b>	P.O. No.: <b>2020-12-095</b>
Address: <b>Maasin City</b>	Date: <b>12-28-2020</b>
TIN: <b>085-357-310-000</b>	Mode of Procurement: <b>Shopping</b>

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>DENR-PENRO Southern Leyte</b>	Delivery Term:
Date of Delivery:	Payment Term:

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	ALCOHOL-scented, 500ml	24	105.00	2,520.00
2	piece	CORRECTION TAPE-film base type, UL6m min	50	48.00	2,400.00
3	pack	FOLDER, Tagboard, for A4 size document	2	550.00	1,100.00
4	pack	INDEX CARD-4x6	3	58.00	174.00
5	pad	NOTEPAD, stick on, 76mmx76mm (3"x3")	20	48.00	960.00
6	ream	PAPER, Multi-purpose (Copy) A4, 70gsm	25	240.00	6000.00
<b>TOTAL</b>					<b>13,154.00</b>

(Total Amount in THIRTEEN THOUSAND ONE HUNDRED FIFTY-FOUR 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 on the undelivered item/s.

Conforme:

*[Signature]*  
**MAASIN UNION TRADING**  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours,

*[Signature]*  
**ATTY. DARIO O. SUAREZ**  
 Signature over Printed Name of Authorized Official  
 DENR Officer  
 Designation

Fund Cluster: **101**  
 Funds Available: **13,154**

*[Signature]*  
**LEONIL S. LIGAD**  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: **02-10101-2020-12-1924**  
 Date of the ORS/BURS: **12/30/2020**  
 Amount: **13,154.00**