



Republic of the Philippines  
 Department of Environment and Natural Resources  
**PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
 Maasin City, Southern Leyte

**PURCHASE ORDER**

Supplier: <u>KOJAC ENTERPRISES AND GENERAL SERVICES</u>	P.O. No.: <u>2022-2022-09-096</u>
Address: <u>Pasay, Maasin City</u>	Date: <u>September 1, 2022</u>
TIN : <u>923-471-611-000</u>	Mode of Procurement: <u>Shopping</u>

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

Place of Delivery: <u>PENRO Southern Leyte</u>	Delivery Term: _____
Date of Delivery: _____	Payment Term: <u>n/30</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	Liter	Engine Oil Fully Synthetic	8	850.00	6,800.00
2	Piece	Oil filter	1	450.00	450.00
3	Unit	Labor 1. Change Engine Oil 2. Replace Wheel Bolt 3. Servicing Air Filter xx	1	1,000.00	1,000.00

(Total Amount in Words) Eight Thousand Two Hundred Fifty Pesos Only. P 8,250.00

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:  
KOJAC ENTERPRISES AND GENERAL SERVICES  
 Signature over Printed Name of Supplier

Very truly yours,  
  
ALLEN S. CEBUANO  
 PENRO Officer

\_\_\_\_\_  
 Date

Funds Available: ₱ 8,250.00  
  
LEONIL S. LIGAD  
 Accountant III

ORS No.: 02-10101-2021-09-096  
 Amount: ₱ 8,250.00

**2022091655**