PURCHASE ORDER DepEd, DIVISION OF CATANDUANES, Supplier : _____ P.O. No. : _____ Date :_____ Address: _____ Mode of Procurement : _____ TIN Please furnish this Office the following articles subject to the terms and conditions contained herein: Place of Delivery: Delivery Term : _ Date of Delivery: _ Payment Term: Description Stock No. Quantity Unit Cost Amount (Total Amount in Words) In case of failure to make the full delivery within the time specified about, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. Very truly yours, School Head Conforme: Signature Over Printed Name of Supplier Date ALOBS No. : _____ Funds Available: Amount:

School Finance Officer