



Republic of the Philippines  
Department of Justice  
NATIONAL PROSECUTION OFFICE VIII  
REGIONAL PROSECUTION OFFICE VIII  
Bulwagan ng Katarungan, Tacloban City

**RECEIVED**

Date : 6-19-23  
Time : 10:06 am  
Signature : [Signature]

### PURCHASE ORDER

|   |   |
|---|---|
| Supplier : <b>LEYTE PAPERWORLD</b><br>Address : 168 M.H. Del Pilar Street, Tacloban City<br>TIN : 102-721-983-000 | P.O. No. : (01)-2023-06-013<br>Date : June 16, 2023<br>Mode of Procurement : SHOPPING |
|---|---|

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

Place of Delivery : Regional Prosecution Office VIII, Bulwagan Ng Katarungan, Tacloban City  
Date of Delivery : Within fifteen (15) calendar days from receipt hereof.

Delivery Term : UNIT RELEASED UPON ISSUANCE OF BILLING STATEMENT

| Stock/ Property No. | Unit   | Description   | Quantity | Unit Cost | Amount           |
|---------------------|--------|---|----------|-----------|------------------|
|                     | bottle | CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL           | 14       | 208.00    | 2,912.00         |
|                     | bottle | LIQUID HAND SOAP, 500mL                                   | 28       | 63.00     | 1,764.00         |
|                     | unit   | MOUSE, OPTICAL, USB connection type                       | 2        | 345.00    | 690.00           |
|                     | piece  | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts            | 5        | 95.00     | 475.00           |
|                     | jar    | GLUE, all-purpose, 200 grams                              | 15       | 88.00     | 1,320.00         |
|                     | roll   | TAPE, masking, 48 mm                                      | 10       | 82.50     | 825.00           |
|                     | roll   | TAPE, transparent, 24mm                                   | 20       | 16.95     | 339.00           |
|                     | unit   | CALCULATOR, Compact                                       | 4        | 525.00    | 2,100.00         |
|                     | box    | CLIP, backfold, 32mm                                      | 20       | 41.50     | 830.00           |
|                     | piece  | DATING AND STAMPING MACHINE                               | 2        | 195.00    | 390.00           |
|                     | box    | ENVELOPE, Mailing, 500 pieces per box                     | 14       | 340.00    | 4,760.00         |
|                     | set    | MARKER, Flourescent, 3 colors per set                     | 15       | 49.50     | 742.50           |
|                     | box    | PAPER CLIP, vinly/plastic coated, 33mm                    | 30       | 11.00     | 330.00           |
|                     | box    | PENCIL, lead/graphite, with eraser, one (1) dozen per box | 7        | 96.00     | 672.00           |
|                     | piece  | STAMP PAD, felt   | 10       | 33.00     | 330.00           |
|                     | piece  | TAPE DISPENSER, table top                                 | 5        | 120.00    | 600.00           |
|                     | pad    | NOTE PAD, stick on, 2" x 3", 100 sheets per pad           | 10       | 14.50     | 145.00           |
|                     | pad    | NOTE PAD, stick on, 3" x 4", 100 sheets per pad           | 10       | 28.00     | 280.00           |
|                     | pad    | NOTE PAD, stick on, 3" x 3", 100 sheets per pad           | 10       | 19.00     | 190.00           |
|                     | book   | RECORD BOOK, 300 PAGES                                    | 12       | 78.00     | 936.00           |
|                     |        |   |          |           | <b>20,630.50</b> |

(Total Amount in Words) TWENTY THOUSAND SIX HUNDRED THIRTY PESOS & 50/100

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]  
Signature over Printed Name of Supplier  
6/16/2023  
Date

Very truly yours,

[Signature]  
**IRWIN A. MARAYA**  
Regional Prosecutor

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Chief Accountant/Head of Accounting  
Division/Unit

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_