

# PURCHASE ORDER

Office of the Regional Prosecutor  
Region XI

Supplier: **Starbright Office Depot, Inc.**

P.O. No.: PO-2023-CUS-NDBM-SEM2-02

Address: V. Mapa Street, Davao City

Date: 13-Jul-23

Mode of Procurement Shopping

RIS No./s.: RIS-2023-CUS-NDBM-SEM2-01

**Gentlemen:**

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: 4th Floor, Tolentino Building  
Candelaria Ave., Ecoland, Davao City

Delivery Term: \_\_\_\_\_

Date of Delivery: 10 days upon receipt of approved P.O.

Payment Term: SEND BILL (ADA)

Item No.	Unit	Quantity	Description	Unit Cost	Amount
<b>OFFICE SUPPLIES</b>					
1	PACKS	48	FOLDER, WHITE, LONG, 100's	500.00	24,000.00
=====					
<b>TOTAL</b>					<b>24,000.00</b>

*(Total Amount in Words) Twenty-Four Thousand and 00/100 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.

Conforme:

*[Handwritten Signature]*  
CHARMILYN MANGIN  
 (Signature over printed name)  
7 Jul 23  
 Date

Very truly yours,  
*[Handwritten Signature]*  
**JANET GRACE B. DALISAY-FABRERO**  
 Regional Prosecutor

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. \_\_\_\_\_

Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_

COA ROXI RECEIVED  
 NGS 4, TEAM RII-II  
 BY: SHEVERLY O. DEL CASTILLO  
 DATE/TIME: 7/18/23  
 Office Clerk