



# PURCHASE ORDER

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo, Obrero, Davao City

**Supplier:** MALAGOS GARDEN RESORT, INC.  
**Address:** Brgy. Malagos, Baguio District, Davao City  
**TIN:** 002-914-548-000  
**P.O. No.:** 2019-10-0887  
**Date:** OCTOBER 14, 2019  
**Mode of Procurement:**

**Gentlemen:**

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

**Place of Delivery:** College of Information and Computing  
**Date of Delivery:**

Delivery Term: 25 days  
 Payment Term: 15 days

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	October 17-18, 2019 2-day Training/Workshop inclusive of room accommodation, training hall and meals with overflowing coffee 2 days (AM Snacks, Lunch, PM Snacks) 1 day (Dinner) xxx nothing follows xxx	20	2,550.00	51,000.00



**Total Amount:** 51,000.00  
 less tax 2% 910.71  
 less tax 5% 2,276.79  
**47,812.50**

**Total Amount in Words:** Forty Seven Thousand Eight Hundred Twelve Pesos and 50/100 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]*  
 ANUNAYN V. BERNARDO  
 Signature over Printed Name of Supplier  
 10/15/19  
 Date

Very truly yours,  
*[Signature]*  
 MA. LUISA B. FAUNILLAN  
 Signature over Printed Name of Authorized Official  
 Vice President for Administration  
 Designation

**Fund Cluster:**

**Funds Available:**

01-RAF  
 ROLANDO B. FARRIQUEZ  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 22101017019-10-001539  
 Date of the ORS/BURS: 10/15/19  
 Amount: 51,000.00  
 10/15/19