

# PURCHASE ORDER

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



**Supplier:** DCTECH MICRO SERVICES, INC.  
**Address:** Dctech Building, Ponciano Reyes St. Davao City  
**LPX:** 003-375-571-000  
**P.O. No.:** 2019-11- 1061  
**Date:** NOVEMBER 17, 2019  
**Mode of Procurement:** Shopping

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	CMOS Battery CR2302, 5 pcs per pack	10	150.00	1,500.00
2	Unit	ACER TMP259-G2-MG-7326 I7-7500U/8GB RAM/1TB HDD 2GB Micro card/WIn 10 PRO xxx nothing follows xxx	2	43,000.00	86,000.00

Stamp: **UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Date: **DEC 12 2019**  
 Signature: **Jannah**

**Total Amount:** 87,500.00  
 less tax 1% 781.25  
 less tax 5% 3,906.25  
**Total Amount in Words:** Eighty Two 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 csc percent for every day of delay shall be imposed on the undelivered items/s.

**Confirms:** *Stefania Dima* (Signature)  
 Signature over Printed Name of Supplier  
 Date: **11-17-19**  
 Very truly yours, *Jannah*  
 MA. JISSA B. FAJNILAN  
 Signature over Printed Name of Authorized Official  
 Vice/President for Administration  
 Designation

**Fund Cluster:** 05-14F  
**Funds Available:** *Rolando B. Enriquez* (Signature)  
 Signature over Printed Name of Chief Accounting Head of Accounting  
 Division/Unit  
**ORS/BURS No.:** 06206410019A-33  
**Date of the ORS/BURS:** 11-28-19  
**Amount:** 87,500.00  
 Date: **11/17/19**  
**DRP:** 0915-010315-000

