



# PURCHASE ORDER

Republic of the Philippines  
University of Southeastern Philippines  
Obrero, Davao City

Supplier : WATERFRONT INSULAR HOTEL DAVAO  
Address : Lanang Davao City  
TIN :

P.O. No.: 2020-01-0034  
Date: JANUARY 17 2020  
Mode of Procurement : Bidding

Gentlemen:

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

Place of Delivery : RESEARCH DIVISION

Date of Delivery :

Delivery Term : 25 days  
Payment Term : 15 days

| Stock/Property No. | Unit | Description   | Quantity | Unit Cost | Amount    |
|--------------------|------|---|----------|-----------|-----------|
| 1                  | pax  | Food Venue & accommodation during conduct of training workshop on SPJRD online manuscript submission, tracking and revision system<br>to include:<br>4 snacks (am/pm)<br>2 lunch<br>1 dinner<br>1 breakfast with free flowing coffee<br>nothing follows | 35       | 2,800.00  | 98,000.00 |



|  |                  |
|--|------------------|
| Total Amount   | 98,000.00        |
| less tax 2%  | 1,750.00         |
| less tax 5%  | 4,375.00         |
| <b>Nine thousand eight hundred seventy five pesos only</b> | <b>91,875.00</b> |

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]*

WATERFRONT INSULAR HOTEL DAVAO

Signature over Printed Name of Supplier

17/1/20  
Date

Very truly yours,

*[Signature]*

MA. JUISA B. FAUNILLAN

Signature over Printed Name of Authorized Official  
Vice President for Administration  
Designation

Fund Cluster :

Funds Available :

ORS/BURS No. : 011011012020-01-0018

Date of the ORS/BURS: 17/2020

Amount : 98,000.00

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

*[Signature]*  
ROLANDO B. ENRIQUEZ

1/17/20

*[Signature]*  
Juisa