

# PURCHASE ORDER



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY

ROO-Regional Office IV-A  
Kumintang Ibaba, Batangas City 4200

Supplier : Address : TIN :	P.O. No. : Date : Mode of Procurement :
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Gentlemen:

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

Place of Delivery : <b>DICT REGION IV-A, Kumintang Ibaba, Batangas City</b>			Delivery Term : 1 day		
Date of Delivery : _____			Payment Term : 30 days		
Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
					-
		-----Nothing follows-----			
				<b>Total</b>	-

(Total Amount in Words)

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:*

Very truly yours,

*Signature over Printed Name of Supplier*

**FELIX S. TABANAO, JR.**  
*Signature over Printed Name of*

**REGIONAL DIRECTOR**

*Date*

*Designation*

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

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

**DENNIS L. YAPBUAN**

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

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

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

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