



GENSAN MEDICAL CENTER

Purok Veterans, Brgy Calumpang, National Highway, General Santos City, 9500

Contact No: (083) 887-9898

E-mail Address: contactus@gensanmed.com

VAT Reg. TIN: 000-072-888-460-VAT

Print Date: 06/17/2025
Print Time: 10:16:54am

Page 1 of 2

PURCHASE ORDER

Supplier: STARBRIGHT OFFICE DEPOT, INC

P.O. No. New **2701**

Address: GENSAN CITY

Date : 06/17/2025

P.R. No. 23 0002021

TIN:

Payment Terms: MONTHLY

Item No.	QTY	UoM	Description	Last Delivered	Unit Cost	Gross	Discount	Net
1391	1000	PIECE	ACCOUNT ENVELOPE ENVELOPE	4/23/25	2.84	2,840.00	0.00	2,840.00
1396	10	PIECE	BALLPEN W/ HOLDER-BLACK	1/27/25	39.75	397.50	0.00	397.50
1397	100	PIECE	BALLPEN BLACK	5/19/25	4.75	475.00	0.00	475.00
1412	120	PIECE	BINDER CLIP 51MM (PER PIECE)	5/30/25	6.30	756.00	0.00	756.00
1417	30	REAM	BOND PAPER LONG	5/30/25	185.00	5,550.00	0.00	5,550.00
1418	30	REAM	BOND PAPER SHORT	5/19/25	157.00	4,710.00	0.00	4,710.00
1455	30	PIECE	CORRECTION TAPE CORRECTION TAPE	2/19/25	23.00	690.00	0.00	690.00
1490	20	PIECE	HIGHLIGHTER PEN HIGHLIGHTER PEN	7/24/24	21.00	420.00	0.00	420.00
1526	10	BOX	PAPER FASTENERS PAPER FASTENERS (PER BOX)	1/27/25	36.00	360.00	0.00	360.00
1530	12	PIECE	PERMANENT MARKER PERMANENT MARKER (BLACK)	6/16/25	16.25	195.00	0.00	195.00
1558	10	PIECE	RECORD BOOK 160 PAGES	3/11/25	48.00	480.00	0.00	480.00
1561	10	PIECE	RECORD BOOK 500 PAGES	4/23/25	108.60	1,086.00	0.00	1,086.00
1564	10	BOX	RUBBER BAND RUBBER BAND (PER BOX)	5/19/25	158.20	1,582.00	0.00	1,582.00
1581	24	BOX	STAPLE WIRE STAPLE WIRE #35	5/30/25	73.50	1,764.00	0.00	1,764.00



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P.O. No. New **2701**

Date : 06/17/2025

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Item No.	QTY	UoM	Description	Last Delivered	Unit Cost	Gross	Discount	Net
Total Net Cost								21,305.50
Less discount								0.00
Grand Total								21,305.50

Words : Twenty-one Thousand Three Hundred Five Pesos And Fifty Centavo/s Only

Remarks: FOR MMO STOCK REPLENISHMENT

NOTE :

Suppliers are hereby required to validate the P.O. prices stated upon the receipt of this P.O., should there be any changes, an advice should be given to the Purchasing Officer atleast 1 (one) day before the Delivery Date.
For any price changes, otherwise we will follow the prices favorable to Gensan Medical Center

Prepared By:


Bryan . Balbuena

Purchasing Officer

Noted By:

MMO Department Head

Approved By:


IVERSE JOY J. DIAZ

Administrator/CEO

6/17/2025

" THIS DOCUMENT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF PERMIT TO USE"

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"