
 DEPED QUEZON
 ICT UNIT
UPLOADED
 Date/Time: JUN 26 2026
 By: Michelle De Mesa
 Ref. No. NDA 042-2026

Airs of

COMMISSION ON AUDIT
 NGAS CLUSTER 5 AUDIT TEAM NO. R4A-22
 DEPED SCHOOLS DO OF QUEZON PROVINCE

PURCHASE ORDER
DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

RECEIVED
 JUN 25 2026 TIME:

Supplier: CGAP PRINTING HOUSE P.O. No.: 2026-06-0096-14
 Address: MALABANBAN NORTE CANDELARIA QUEZON Date: JUNE 23, 2026
 TIN 268-951-079-00000 Mode of Procurement Negotiated Procurement -
RFQ NO. 2026-06-RFOG Small Value Procurement (Sec. 34)

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO Delivery Term within 7 Calendar Days upon receipt of PO
 Date of Delivery on or before the delivery term Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
		LOT 4: PRINTING MATERIALS			
	pcs	ID (CSC FORMAT)	215	250.00	53,750.00
	pcs	LEAVE CARD SMALL	2000	18.00	36,000.00
	pcs	LEAVE CARD BIG	1000	28.00	28,000.00
	pcs	APPOINTMENT FORM (BLUE)	2000	10.00	20,000.00
	pcs	APPOINTMENT FORM (YELLOW)	4000	10.00	40,000.00
		PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR FY 2026 Q2 LOT NO. 4			
		GRAND TOTAL			177,750.00


(TOTAL Amount In Words) **ONE HUNDRED SEVENTY SEVEN THOUSAND SEVEN HUNDRED FIFTY PESOS 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:

CGAP PRINTING HOUSE
 Signature over Printed Name of Supplier

06/25/26
 Date

Very truly yours,

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Funds Cluster : 01101101
 Funds Available : _____
EDMUNDO MARIN, JR.
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS : _____
 Amount _____