DEPED QUEZON
ICT UNIT
UPLOADED
Date/Time: SEP 30 2025
By: 3:18
Ref. No. NOA 76 - 2025

OFFICE OF THE AUDITOR
RECEIVED
DATE: SEP 30 2025 TIME: .....
BY: .....

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Clearbook, 20 transparent pockets, A4	13	97.00	1,261.00
	piece	Clearbook, 20 transparent pockets, legal	31	82.00	2,542.00
	piece	Pentel Signpen, blue, 0.7mm	2	83.00	166.00
	piece	Sign pen, medium Tip, red, 0.5mm	20	28.00	560.00
	bottle	Ink, for stamp pad, black, 50ml	18	119.00	2,142.00
	piece	Glue, 130g	15	66.00	990.00
	box	Staple wire, heavy duty (binder type), 23/13	4	68.00	272.00
	box	Staple wire, standard #35	161	54.00	8,694.00
	roll	Tape, transparent, 24mm	200	31.00	6,200.00
	roll	Tape, transparent, 48mm	32	50.00	1,600.00
	box	Clip, backfold, 19mm	171	32.00	5,472.00
	box	Clip, backfold, 25mm	171	45.00	7,695.00
	piece	Cutter/Utility knife., for general purpose 10's	7	61.00	427.00
	piece	Data File Folder, horizontal, chip board: 2.55mm thick, leatherette	41	191.00	7,831.00
	piece	Dating and Stamping machine self inking	2	392.00	784.00
	box	Envelope, mailing, 500 pieces per box	1	489.00	489.00
	piece	Envelope, expanding plastic w/out holder	4	43.00	172.00
	piece	Eraser, felt, for blackboard/whiteboard	2	54.00	108.00
		SUBTOTAL			**47,405.00**

(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:

Abbyjane G. Peltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
Date

Very truly yours,

ROMMEL G. 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

OFFICE OF THE AUDITOR
Appendix 61
RECEIVED
DATE: SEP 30 2025 TIME:
BY:

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	box	Fastener, plastic, non-sharp edge, 50 sets per box	34	44.00	1,496.00
	piece	File organizer, expanding, plastic, legal	3	220.00	660.00
	box	Folder, pressboard, long, 100 pieces per box, red	2	1,965.00	3,930.00
	box	Index tab, self-adhesive, transparent, 5 sets per box	19	320.00	6,080.00
	set	Marker, Flourescent, assorted color, 3 colors per set	31	90.00	2,790.00
	piece	Marker, permanent, black, fine	76	44.00	3,344.00
	piece	Marker, permanent, blue	10	44.00	440.00
	piece	Marker, permanent, red	6	50.00	300.00
	piece	Marker, whiteboard, blue	30	54.00	1,620.00
	box	Pencil, lead/graphite, with eraser 12 piece per box	17	135.00	2,295.00
	piece	Pencil Sharpener, manual, single cutter head	5	325.00	1,625.00
	piece	Stamp Pad, felt, black	2	40.00	80.00
	piece	Stapler, standard type,with stapler remover	5	170.00	850.00
	piece	Tape Dispenser, table top	36	159.00	5,724.00
	pad	Note PAD, stick on, 2"x3", 100 sheets per pad	250	28.00	7,000.00
	pad	Note PAD, stick on, 3"x4", 100 sheets per pad	240	46.00	11,040.00
	pad	Note PAD, stick on, 3"x3", 100 sheets per pad	203	34.00	6,902.00
	ream	Bond Paper, short, 80gsm	5	270.00	1,350.00
		SUBTOTAL			**57,526.00**

(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:

Abbigale G. Beltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
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

Appendix 61

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

OFFICE OF THE AUDITOR
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DATE: SEP 30 2025 TIME: .....
BY: .....

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Paper, parchment, A4, '100s	2	185.00	370.00
	bottle	Ink, Epson T6641 Black	42	350.00	14,700.00
	bottle	Ink, Epson T6642 Cyan	28	350.00	9,800.00
	bottle	Ink, Epson T6643 Magenta	28	350.00	9,800.00
	bottle	Ink, Epson T6644 Yellow	28	350.00	9,800.00
	piece	Ballpen, HBW ATI-1B 0.5 black	463	20.00	9,260.00
	ream	Laminating Film (250 mic) 100's	1	1,350.00	1,350.00
	pack	Sticker paper, A4, matte	172	75.00	12,900.00
	pack	Double Sided Tape (12mmx10m), Tissue Type	145	50.00	7,250.00
	pack	Photo paper, A4, glossy	137	74.00	10,138.00
	pack	Certificate Frame A4	130	190.00	24,700.00
	pack	Certificate Holder A4, Black	261	62.00	16,182.00
	pack	Vellum Board Paper, A4	353	45.00	15,885.00
	pack	Glue Stick (paste)	4	28.00	112.00
	pack	Glue Stick (for glue gun), 20 pcs/pack	2	137.00	274.00
	bottle	Ink, Brother D60 Black	183	480.00	87,840.00
	bottle	Ink, Brother BT 5000 Cyan	151	479.00	72,329.00
	bottle	Ink, Brother BT 5000 Magenta	151	479.00	72,329.00
		SUBTOTAL			**375,019.00**

(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:

Abbygale G. Beltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
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

Appendix 61

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BY:

PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	bottle	Ink, Brother BT 5000 yellow	151	479.00	72,329.00
	box	Strong Adhesive Glue Stick/Twist Glue 22g	6	269.00	1,614.00
	bottle	Ink, Epson 003 Black	45	330.00	14,850.00
	bottle	Ink, Epson 003 Cyan	34	340.00	11,560.00
	bottle	Ink, Epson 003 Magenta	36	340.00	12,240.00
	bottle	Ink, Epson 003 yellow	24	340.00	8,160.00
	box	Staple wire 6mm	1	68.00	68.00
	pack	Specialty paper 180gsm, A4, white	15	47.00	705.00
	pack	Ear Tabs (sign here)	14	58.00	812.00
	piece	Gelpen, super smooth gel ink, roller ball, rubber grip, for comfort &control, steel point provides strength water based, pigment gel ink, 1.0 ball point, blue	60	125.00	7,500.00
	piece	Gelpen, super smooth gel ink, roller ball, rubber grip, for comfort &control, steel point provides strength water based, pigment gel ink, 1.0 ball point, black	20	125.00	2,500.00
	piece	Folder Long, white	24	9.00	216.00
	piece	Gelpen 0.5, green	400	24.00	9,600.00
	box	Fastener, long, plastic	10	160.00	1,600.00
		SUBTOTAL			**143,754.00**

(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:

Abbygale B. Beltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
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

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DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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

Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	roll	Yarn (japanesse cord), green	5	87.00	435.00
	piece	Plastic Envelope long	45	43.00	1,935.00
	pack	Baronial Envelope no. 8 (5x.8.75 inches) light green	3	220.00	660.00
	box	PVC Card for IDP Smart 21 Card printer, 250's	1	2,750.00	2,750.00
	box	IDP Smart 21 ID Ribbon Kit	5	9,410.00	47,050.00
	cart	Ink, Canon PG-745s Black	6	1,250.00	7,500.00
	cart	Ink, Canon CL-746s clored	4	1,250.00	5,000.00
	piece	Pilot Hi-techpoint V10 grip black	12	100.00	1,200.00
	box	Ruber Band no. 18	1	260.00	260.00
	pack	Clearbook Plastic Sheet, A4 transparent	40	220.00	8,800.00
	pack	Battery AA, pack of 2 pieces	123	95.00	11,685.00
	pack	Battery AAA, pack of 2 pieces	122	135.00	16,470.00
	bottle	Cleaner, Toilet bowl and urinal, 900ml, Brand: Dom	164	290.00	47,560.00
	piece	Detergent Bar	9	185.00	1,665.00
	pouch	Detergent Powder, all purpose, 1kg, Brand: Bright E	32	119.00	3,808.00
	bottle	Liquid hand Soap, 500ml	168	174.00	29,232.00
	pack	Scouring Pad	23	149.00	3,427.00
	piece	Mop Head, compatible for tornado mop	4	174.00	696.00
		SUBTOTAL			**190,133.00**

(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:

KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
Date

Very truly yours,

ROMMEL G. BAUTISTA, CESO V
Schools Division Superintendent

Funds Cluster : 01101101
Funds Available :

EDMUNDO MARIN, JR.
Accountant III

ORS/BURS No. :
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TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

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Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
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Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	piece	Tornado Mop, heavy duty, high quality spin mop and bucket, detachable stainless wringer, durable material, 360 rotary floor mop with big bucket + micro fiber Mop head, made of rayon, heavy duty, for tornado mop	2	2360.00	4720.00
	pack	Garbage Bag, XXL, black, 10's	25	490.00	12,250.00
	pack	Garbage Bag, Large, black, 10's	31	235.00	7,285.00
	pack	Garbage bag, XL black, 10's	26	340.00	8,840.00
	pack	Garbage bag, XL green, 10's	15	111.00	1,665.00
	pack	Garbage bag, XL yellow, 10's	15	111.00	1,665.00
	piece	Light-Emitting Diode (LED) light bulb, 7 watts	11	125.00	1,375.00
	roll	Plastic Twine, 1kg	40	125.00	5,000.00
	roll	Tape electrical, 0.16mmx19mmx16m	1	510.00	510.00
	roll	Paper Towel, 3-ply, all purpose kitchen towel	30	195.00	5,850.00
	bottle	Glass Cleaner, 500ml	2	425.00	850.00
	bottle	Dishwashing liquid, 500ml	184	155.00	28,520.00
	pack	Garbage bag, small, black, 100's	1	280.00	280.00
	pack	Garbage bag, small, green, 100's	1	190.00	190.00
	pack	Garbage bag, small, yellow, 100's	1	190.00	190.00
	pack	Garbage bag, medium, black, 100's	4	400.00	1,600.00
	pack	Garbage bag, medium, green, 100's	4	300.00	1,200.00
	pack	Garbage bag, medium, yellow, 100's	4	300.00	1,200.00
		SUBTOTAL			**83,190.00**

(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:

Abbigale R. Beltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
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

Appendix 61

OFFICE OF THE AUDITOR
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PURCHASE ORDER

DEPARTMENT OF EDUCATION
DIVISION OF QUEZON

Supplier: KYRIE TRADING
Address: SAN ISIDRO, ANTIPOLO CITY
TIN 469-157-196-00000

P.O. No.: 2025-09-0259
Date: SEPTEMBER 29, 2025
Mode of Procurement Negotiated Procurement - Small Value Procurement (Sec. 53.9)

Gentlemen:

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Place of Delivery SDO QUEZON, TALIPAN, PAGBILAO
Date of Delivery on or before the delivery term

Delivery Term within 30 Calendar Days upon receipt of PO
Payment Term 30 working days

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	bottle	Bleaching Solution, 450ml	4	65.00	260.00
	piece	Deodorant cake, 100g	195	85.00	16,575.00
	piece	Car Freshener, California Scent	10	350.00	3,500.00
	piece	VS1, 120ml	12	365.00	4,380.00
	pack	Garbage Bag, Large, green, 10's	23	88.00	2,024.00
	pack	Garbage Bag, Large, yellow, 10's	23	88.00	2,024.00
	pack	Garbage Bag, XXL, green, 10's	8	140.00	1,120.00
	pack	Garbage Bag, XXL, yellow, 10's	8	140.00	1,120.00
		SUB TOTAL			**31,003.00**
		SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND OTHER MATERIALS FOR Q3 OF FY 2025			
		GRAND TOTAL			**928,030.00**

(TOTAL Amount In Words) **NINE HUNDRED TWENTY EIGHT THOUSAND THIRTY 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:

Ophuyae G. Beltran
KYRIE TRADING
Signature over Printed Name of Supplier

09-29-2025
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. :
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