



Republic of the Philippines  
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Main Campus  
Alcate, Victoria, Oriental Mindoro

COMMISSION ON AUDIT Page 1 of 3  
TEAM I - MINS CAT OR: MINDORO

**RECEIVED**  
JUN 23 2020

**PURCHASE ORDER**

By *[Signature]*

P.O. No. MSD-0072  
Date: 6/8/2020  
Mode of Procurement: \_\_\_\_\_

Supplier : AGM SCHOOL & OFFICE SUPPLIES & GIFT SHOP  
Address : Poblacion 1, Victoria, Oriental Mindoro  
TIN : 186-609-183

Gentlemen:

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

Place of Delivery : MinSCAT

Delivery Term : \_\_\_\_\_

Date of Delivery : \_\_\_\_\_

Payment Term : \_\_\_\_\_

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	Bond paper (long, sub. 20)	105	265.00	27,825.00
2	ream	Bond paper (A4, sub. 20)	50	258.00	12,900.00
3	ream	Bond paper (short, sub. 20)	50	240.00	12,000.00
4	box	Wyteboard Marker (Blue, 12's)	50	720.00	36,000.00
5	box	Wyteboard Marker (Black, 12's)	20	720.00	14,400.00
6	box	Wyteboard Marker (Red, 12's)	20	720.00	14,400.00
7	box	Wyteboard Ink Refill (black)	100	130.00	13,000.00
8	box	Wyteboard Ink Refill (blue)	10	130.00	1,300.00
9	box	Wyteboard Ink Refill (red)	10	130.00	1,300.00
10	piece	Wyteboard Eraser	80	35.00	2,800.00
11	piece	Clear Folder (long, blue)	250	25.00	6,250.00
12	piece	Clear Folder (short, blue)	100	22.00	2,200.00
13	piece	Clear Folder (long, purple)	100	25.00	2,500.00
14	piece	Clear Folder (short, purple)	100	22.00	2,200.00
15	piece	Brown Envelope (long)	50	5.00	250.00
16	piece	Brown Envelope (short)	30	4.00	120.00
17	piece	Binding Element (1")	10	50.00	500.00
18	piece	Binding Element (1/2")	10	24.00	240.00
19	piece	Binding Element (1/4")	10	18.00	180.00
20	piece	Binding Element (1 1/4")	10	55.00	550.00
21	box	Index Tab (clear)	5	250.00	1,250.00
22	liter	Universal Ink Refill (black)	8	1,500.00	12,000.00
23	liter	Universal Ink Refill (cyan)	7	1,500.00	10,500.00
<b>SUB-TOTAL</b>					<b>174,665.00</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]*  
GINA H. MANALO  
Signature over Printed Name of Supplier  
JUNE 21, 2020  
Date

Very truly yours,

*[Signature]*  
LEVY B. ARAGO JR., Ph.D.  
SUC President III

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

*[Signature]*  
MARIA CRISTINA D. SISCAR, CPA  
Accountant III

ORS/BURS No. : 03-191  
Date of the ORS/BURS: 06/05/2020  
Amount : ₱ 248,825.00





Republic of the Philippines  
 MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY  
 Main Campus  
 Alcate, Victoria, Oriental Mindoro

**RECEIVED**  
 JUN 23 2020  
 By *[Signature]*

**PURCHASE ORDER**

Supplier : AGM SCHOOL & OFFICE SUPPLIES & GIFT SHOP Address : Poblacion 1, Victoria, Oriental Mindoro TIN : 186-609-183	P.O. No. : <u>PO20-0072</u> Date : <u>6/8/2020</u> Mode of Procurement : _____
---	--

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

Place of Delivery : <u>MinSCAT</u>	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
24	liter	Universal Ink Refill (magenta)	7	1,500.00	10,500.00
25	liter	Universal Ink Refill (yellow)	7	1,500.00	10,500.00
26	piece	Correction Tape	30	28.00	840.00
27	piece	Double Sided Tape (1")	30	40.00	1,200.00
28	piece	Scotch Tape (1")	30	20.00	600.00
29	box	Paper Clip (big)	20	35.00	700.00
30	box	Paper Clip (small)	20	10.00	200.00
31	box	Binder Clip (big)	20	75.00	1,500.00
32	box	Binder Clip (small)	20	70.00	1,400.00
33	box	Permanent Marker (black, fine, 12's)	5	520.00	2,600.00
34	piece	Expandable Folder (long, blue)	100	18.00	1,800.00
35	piece	Expandable Envelope (long, blue)	100	18.00	1,800.00
36	piece	Record Book, 300 pages	15	80.00	1,200.00
37	piece	Sticky Note 3x3	30	30.00	900.00
38	pack	Sticky Tab	50	45.00	2,250.00
39	box	Frixion Pen	1	960.00	960.00
40	piece	White Folder Long	50	6.00	300.00
41	box	Ballpen (black)	10	68.00	680.00
42	box	Ballpen (red)	10	68.00	680.00
43	box	Ballpen (blue)	10	68.00	680.00
44	box	Pencil	10	80.00	800.00
45	piece	Scissor	10	70.00	700.00
46	piece	Staple Wire Remover	10	24.00	240.00
<b>SUB-TOTAL</b>					<b>43,030.00</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]*  
**GINA H. MANALO**  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours,  
*[Signature]*  
**LEVY B. ARAGO JR., Ph.D.**  
 SUC President III X

Fund Cluster : _____ Funds Available : _____  <b>MARIA CRISTINA D. SISCAR, CPA</b> Accountant III	ORS/BURS No. : <u>03-191</u> Date of the ORS/BURS: <u>06/05/2020</u> Amount : <u>₱248,885.00</u>
---	--





Republic of the Philippines  
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Main Campus  
Alcate, Victoria, Oriental Mindoro

**RECEIVED**  
JUN 23 2020

**PURCHASE ORDER**

By Maria

Supplier : AGM SCHOOL & OFFICE SUPPLIES & GIFT SHOP	P.O. No. : <u>PO20-6072</u>
Address : Poblacion 1, Victoria, Oriental Mindoro	Date : <u>6/8/2020</u>
TIN : 186-609-183	Mode of Procurement : _____

Gentlemen:

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

Place of Delivery : <u>MinSCAT</u>	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
47	piece	Glue, 240g	15	88.00	1,320.00
48	box	Push Pin	10	35.00	350.00
49	box	Thumbtacks	10	10.00	100.00
50	piece	Sign Pen 0.5 (black)	15	26.00	390.00
51	piece	Sign Pen 0.5 (blue)	15	26.00	390.00
52	piece	Mechanical Sharpener	1	800.00	800.00
53	pack	Board Paper (White, 180 gsm, long)	10	38.00	380.00
54	pack	Board Paper (White, 180 gsm, short)	10	38.00	380.00
55	pack	Board Paper (White, 180 gsm, A4)	10	35.00	350.00
56	pack	Sticker Paper	5	68.00	340.00
57	piece	Stamp Pad (purple)	5	68.00	340.00
58	bottle	Stamp Pad Ink (purple, 30ml)	5	38.00	190.00
59	piece	Mailing Envelope (White)	200	1.50	300.00
60	box	Highlighter Pen (stabilo, green, 12's)	3	480.00	1,440.00
61	box	Staple Wire no.35	10	60.00	600.00
62	piece	Table Tray 3 layers	3	600.00	1,800.00
63	piece	Magazine rack (White, Plastic)	30	250.00	7,500.00
64	piece	Canon #810 cartridge	6	980.00	5,880.00
65	piece	Canon #811 colored	6	1,380.00	8,280.00
		<b>SUB-TOTAL (Page 1)</b>			<b>174,665.00</b>
		<b>SUB-TOTAL (Page 2)</b>			<b>43,030.00</b>
		<b>SUB-TOTAL (Page 3)</b>			<b>31,130.00</b>
		<b>GRAND TOTAL</b>			<b>248,825.00</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:

Gina H. Manalo  
Signature over Printed Name of Supplier

Date

Very truly yours,

Levy B. Arago Jr.  
LEVY B. ARAGO JR., Ph.D.  
SUC President III

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

Maria Cristina D. Siscar  
MARIA CRISTINA D. SISCAR, CPA  
Accountant III

ORS/BURS No. : 03-191  
Date of the ORS/BURS: 06/05/2020  
Amount : ₱248,825.00