Appendix 61

Republic of the Philippines

KALINGA STATE UNIVERSITY

Tabuk City, Kalinga

PURCHASE ORDER

Supplier : **EMELIA'S KITCHENETTE** P.O. No. : **2025-02-0155**

Address : **TABUK CITY, KALINGA** Date : **FEBRUARY 28, 2025**

TIN : **939-998-106-0000** Mode of Procurement : **SMALL VALUE**

Requisitioning Unit/Department: **OFFICE OF THE PRESIDENT**

Gentlemen:

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

Place of Delivery : ______________ Delivery Term : **FOB DESTINATION**

Date of Delivery : ______________ Payment Term : ______________

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		MARCH 2025			
1	pax	Snack AM-Egg Sandwich and calamansi juice	50	100.00	5,000.00
2	pax	Lunch-Rice,pork sinigang with vegies, fried chicken, banana & Bottled water 500ml	50	260.00	13,000.00
3	pax	Snack PM-sinamon and dutch mill	50	100.00	5,000.00
		APRIL 2025			0.00
4	pax	Snack AM- cheese burger and coke mismo	50	100.00	5,000.00
5	pax	Lunch-Rice, lechon chicken,sinigang na bangus with vegies, banana & Bottled water 500ml	50	260.00	13,000.00
6	pax	Snack PM- siopao and calamansi juice	50	100.00	5,000.00
		MAY 2025			0.00
7	pax	Snack AM-chicken empanada and calamansi juice	50	100.00	5,000.00
8	pax	Lunch-Rice, buttered chicken ,sinigang na pork with vegies, banana & Bottled water 500ml	50	260.00	13,000.00
9	pax	Snack PM- siopao and pineapple juice in can	50	100.00	5,000.00
		JUNE 2025			0.00
10	pax	Snack AM-Siopao and dutch mill	50	100.00	5,000.00
11	pax	Lunch-Rice, fried chicken ,chicken tinola with vegies, banana & Bottled water 500ml	50	260.00	13,000.00
12	pax	Snack PM-Egg pie and coke mismo	50	100.00	5,000.00
		PAGE 1 OF 3 SUB - TOTAL			**92,000.00**

(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:

Signature over Printed Name of Supplier

Date: 03-7-2025

Very truly yours,

JOY GRACE P. DOCTOR, Ph. D

SUC President III

Requesitioning Office/Dep't	**Fund Cluster :** ______________ **Funds Available :** ______________	**ORS/BURS No. :** ______________ **Date of the ORS/BURS:** ______________
LORNA C. VALDEZ Administrative Officer V	**GLENN ISES G. BANGGUIYAC, CPA** Accountant III	**Amount :** ______________

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Gentlemen:

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

Place of Delivery : ____________ Delivery Term : **FOB DESTINATION**

Date of Delivery : ____________ Payment Term : ____________

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		JULY 2025			
13	pax	Snack AM-siopao and pineapple juice in can	50	100.00	5,000.00
14	pax	Lunch-Rice,beef steak, sinigang na bangus with vegies, fruit in season & Bottled water 500ml	50	260.00	13,000.00
15	pax	Snack PM-Chicken empanada and calamansi juice	50	100.00	5,000.00
		AUGUST 2025			0.00
16	pax	Snack AM-ham & cheese sandwich and calamansi juice	50	100.00	5,000.00
17	pax	Lunch-Rice,chicken adobong ,pork sinigang with vegies, fruit in season & Bottled water 500ml	50	260.00	13,000.00
18	pax	Snack PM-Sinamon and fruit juice in can	50	100.00	5,000.00
		SEPTEMBER 2025			0.00
19	pax	Snack AM-egg sandwich sandwich and calamansi juice	50	100.00	5,000.00
20	pax	Lunch-Rice,pork sinigang with vegies, buttered shrimp, banana & Bottled water 500ml	50	260.00	13,000.00
21	pax	Snack PM-chicken empanada and coke mismo	50	100.00	5,000.00
		OCTOBER 2025	50		0.00
22	pax	Snack AM-ham & cheese sandwich and calamansi juice	50	100.00	5,000.00
23	pax	Lunch-Rice, beaf steak, chicken tinola with vegies, fruit in season & Bottled water 500ml	50	260.00	13,000.00
24	pax	Snack PM-chicken empanada and dutch mill	50	100.00	5,000.00
		PAGE 2 OF 3 SUB - TOTAL			**92,000.00**

(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: Very truly yours,

Signature over Printed Name of Supplier

Date: 03-7-2025

JOY GRACE P. DOCTOR, Ph. D

SUC President III

Requesitioning Office/Dep't	**Fund Cluster :** ____________ **Funds Available :** ____________	**ORS/BURS No. :** ____________ **Date of the ORS/BURS:** ____________
LORNA C. VALDEZ Administrative Officer V	**GLENN ISES G. BANGGUIYAC, CPA** Accountant III	**Amount :** ____________

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Requisitioning Unit/Department: **OFFICE OF THE PRESIDENT**

Gentlemen:

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

Place of Delivery : ______ Delivery Term : **FOB DESTINATION**

Date of Delivery : ______ Payment Term : ______

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		NOVEMBER 2025			
25	pax	Snack AM-siopao and fit n right	50	100.00	5,000.00
26	pax	Lunch-Rice,chicken adobo, sinigang na bangus, fruit in season & Bottled water 500ml	50	260.00	13,000.00
27	pax	Snack PM-chicken empanada and calamansi juice	50	100.00	5,000.00
		DECEMBER 2025			0.00
28	pax	Snack AM-egg sandwich and calamansi juice	50	100.00	5,000.00
29	pax	Lunch-Rice, fried chicken, pork sinigang with vegies, fruit in season & Bottled water 500ml	50	260.00	13,000.00
30	pax	Snack PM- Cinnamon and dutch mill	50	100.00	5,000.00
		x-x--x--x-x-x--x-x--x-x			
		PAGE 3 OF 3 **SUB - TOTAL**			46,000.00
		GRAND TOTAL			**230,000.00**

(Total Amount in Words) *TWO HUNDRED THIRTY THOUSAND 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:

Signature over Printed Name of Supplier

Date: 03-7- 2025

Very truly yours,

JOY GRACE P. DOCTOR, Ph. D

SUC President III

Requesitioning Office/Dep't	Fund Cluster : ______ Funds Available : ______	ORS/BURS No. : ______ Date of the ORS/BURS: ______
LORNA C. VALDEZ Administrative Officer V	**GLENN ISES G. BANGGUIYAC, CPA** Accountant III	Amount : ______