

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## PURCHASE ORDER

Tracking No.:

|            |                                                   |                                              |                    |
|------------|---------------------------------------------------|----------------------------------------------|--------------------|
| Supplier : | MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING | P.O No:                                      | PO-TF-2025-10-0726 |
| Address :  | Abgao, Maasin City, So., Leyte                    | Date:                                        | 27-Oct-25          |
| TIN:       | 406-804-918                                       | P.R No.                                      | TF-2025-09-01192   |
|            |                                                   | Mode of Procurement: Small Value Procurement |                    |

Gentlemen:

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

|                    |              |                                                              |                |     |                               |          |
|--------------------|--------------|--------------------------------------------------------------|----------------|-----|-------------------------------|----------|
| Place of Delivery: |              | VSU-Main Campus, Visca, Baybay City, Leyte                   | Delivery Term: |     | FOB-VSU Main Campus           |          |
| Date of Delivery:  |              | Within 30 calendar days upon receipt of P.O.                 | Payment Term:  |     | As per cost of item delivered |          |
| Item No.           | Abstract No. | Description                                                  | Unit           | QTY | Unit Cost                     | Amount   |
| 1                  | 4            | A4 Bond Paper, 70 GSM (5 reams/box), <u>ARTICA</u>           | box            | 7   | 1,150.00                      | 8,050.00 |
| 2                  | 121          | Pen, Sign, .5mm, Gel-type, Blue, <u>MY-GEL</u>               | pc             | 30  | 30.00                         | 900.00   |
| 3                  | 142          | Scissors, 6", Heavy Duty, Good Quality, <u>JOY</u>           | pc             | 10  | 68.00                         | 680.00   |
| 4                  | 164          | Tape, Double Sided, 1" x 10m                                 | roll           | 10  | 40.00                         | 400.00   |
|                    |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |                |     |                               |          |
|                    |              | Purpose: For project used: VSU-LIYAB Project                 |                |     |                               |          |
|                    |              | Intended: DBM (Sheillo G. Catorce)                           |                |     |                               |          |

TOTAL: 10,030.00

Total Amount in Words: TEN 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 delay shall be imposed.***

Very truly yours,

Conforme:

**PROSE IVY G. YEPES**

\_\_\_\_\_  
Supplier's signature Over Printed Name

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Fund Cluster: \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_

Funds Available: \_\_\_\_\_

Date of ORS/BURS: \_\_\_\_\_

Amount: \_\_\_\_\_

**NICK FREDDY R. BELLO**

*Head, Accounting Division*