

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## PURCHASE ORDER

Supplier :	<b>N. N. ALCALA STORE</b>	P.O No:	<b>PO-STF-MOOE2025-07-0495</b>			
Address :	Tres Martires Street, Baybay City, Leyte	Date:	30-Jul-25			
TIN:	168-331-936	P.R No.	<b>Assorted PR's</b>			
		Mode of Procurement: <b>NP-SVP</b>				
Gentlemen:						
Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery:	<b>VSU-Main Campus, Visca, Baybay City, Leyte</b>	Delivery Term: <b>FOB - VSU Main Campus</b>				
Date of Delivery:	<b>Within 30 calendar days upon receipt of P.O.</b>	Payment Term: <b>As per cost of items delivered</b>				
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
		<b>STF-2025-04-00470 (BuO) Jocelyn T. Co</b>				
1	6	Ergo Chair Handrail and Adjustable Headrest Ergonomic Mesh Office Chair	pc	1	10,000.00	10,000.00
		<b>STF-2025-03-00376 (AdO) Lorna B. Abamo</b>				
2	7	Office Chair, High Back Swivel, Mesh Computer, Comfort Reclining with Headrest and Footrest (Ergonomics)	pc	1	5,000.00	5,000.00
		XX				
		<b>Purpose:</b> For Office improvement.				
		<b>Intended:</b> Various Offices				
<b>TOTAL:</b>						<b>15,000.00</b>
Total Amount in Words: <b>FIFTEEN THOUSAND PESOS ONLY</b>						
<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 delay shall be imposed.</b>						
Very truly yours,						
Conforme:						
			<b>PROSE IVY G. YEPES</b>			
			<i>President</i>			
			<i>Supplier's signature Over Printed Name</i>			
			<i>Date</i>			
Fund Cluster: _____			ORS/BURS No. : _____			
Funds Available: _____			Date of ORS/BURS: _____			
_____			Amount: _____			
<b>NICK FREDDY R. BELLO</b>						
<i>Head, Accounting Division</i>						