VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

				_					
Supplie	er: JO	SE CLAVANO INC.		P.O No	: PO-STF-	2025-05-0285			
Addres (CAPIT		.0 CLAVANO ST., CAPITOL SITE	(POB.), CEBU CITY	Date: 2025-05-13					
•	000-311	2570		P.R No	: STF-2024	-11-03148			
				Mode of Procurement: NP-53.9 - Small Value Procurement					
Gentle									
Pl	ease fur	nish this Office the following ar	ticles subject to the ter			ontained herein:			
	of Deliver	•		_	ry Term:				
	y Period			Payme	nt Term:	· · · · · · · · · · · · · · · · · · ·			
No	Unit		IPTION		Quantity	Unit Cost	Amount		
1	pcs	Printing of Diploma Form (She	epskin)		1500	38.50	57,750.00		
Spe	ecificat	ion:							
	• 80 gsr	skin ment Paper short size 8.5x11 m 150 lbs ng only with borderline heading: VI:	SAYAS STATE UNIVERSITY	color: Bril	liant green, k	porderline color brillia	ant gold		
2	pcs	Printing of Permanent record E	Envelope		3000	29.85	89,550.00		
3	<u> </u>	Printing of Transcript of Recor	<u> </u>		50	1,250.00	62,500.00		
	_	anscript of record form, 3 colors 8.5 ax nos., website & email address		"VISAYAS	STATE UNIVE	RSITY" text backgrou	und with		
		Purpose: for commencement		uito.					
		studenys and graduate student		iuce					
		Intended: UR							
	•				•	TOTAL:	209,800.00		
Total An	nount in W	ords: Two Hundred Nine Thousand E	ight Hundred Pesos Only						
for eve Conforr	ry day de	of failure to make the full delive elay shall be imposed.		ïed abov y truly yo	, ,	of one-tenth (1/10)	of one percent		
				PR	OSE IVY G.	YFPFS			
Sup	plier's sigr	nature Over Printed Name	President						
		Date							
Fund Clu	uster:	-	ORS/BURS No. :						
Funds A	vailable:		Date of ORS/BURS	:					
			Amount:						
			, anounc.			_			
		NICK FREDDY R. BELLO							

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Annex F

BUDGE	T UTIL	_IZA	ZATION REQUEST AND STATUS					No.:			
	VISA	AYAS STATE UNIVERSITY				Date:	07/0	07/09/2025			
		Visca, Baybay City, Leyte				Fund:		STF			
Payee:		IOSE CLAVANO INC.									
Office:		UR									
Address:		1210 CLAVANO ST., CAPITOL SITE (POB.), CEBU CITY (CAPITAL)									
Responsibility	Center	Particulars					MFO/PA	P UACS Code / Expenditure	Amount		
UR		Payment of Supplies/Materials						209,800.00			
						Total			209,800.00		
A Certified:		Charges to appropration/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal			B Certi	fied:	Allotment available and obligated for the purpose/adjustment necessary as indicated above				
Signature:					Signati	ure:					
Printed Name	-	MOISES NEIL V. SERIÑO			Printed Name		ALICIA M. FLORES				
Position:		VP for Admin. and Finance			Position:		Supervising Administrative Officer				
	_							Head, Budget	Unit		
Date:		Date:									
C STATUS OF OBL						.IGAT	GATION				
Reference						Amount					
Date	Particu	ılars	ORS/JEV/RCI/RADAI No.	Obliga	tion	Payr	ment	Not Yet Due	Due and Demandable		
07-09-2025	Obligations			209,	209,800.00			209,800.00			
			Totals								