



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: N. N. ALCALA STORE	P.O No: PO-STF-MOOE-2025-07-0434
Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA	Date: 2025-07-14
TIN: 168-331-936	P.R No: STF-2025-05-00609
	Mode of Procurement: NP-53.9 - 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	Delivery Term: FOB-VSU Baybay
Delivery Period: Within 30 calendar days upon receipt of P.O.	Payment Term: As per cost of items delivered

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	pcs	garden bolo/ guna	2	100.00	200.00

Specification:

[weeding knife](#) with a very short and wide dull blade with a perpendicular blunt end. It is an agricultural tool used mainly for digging roots and weeding gardens, approximating the functions of a [garden hoe](#). It is the smallest type of [bolo](#).

		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
		Purpose: research			
		Intended: DAS			

TOTAL: 200.00

Total Amount in Words: **Two Hundred 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

President

Supplier's signature Over Printed Name

Date

Fund Cluster: _____
Funds Available: _____

NICK FREDDY R. BELLO

Head, Accounting

ORS/BURS No. : _____
Date of ORS/BURS : _____
Amount: _____

BUDGET UTILIZATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.:	02-206441-2025-07-
Date:	07/14/2025
Fund:	STF

Payee:	N. N. ALCALA STORE
Office:	DAS
Address:	TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DAS	Payment of Hardware			200.00
	Total			200.00

<div> <div> <div>A</div> <div>Certified:</div> </div> <div> <div>Charges to appropriation/allotment necessary, lawful and under my direct supervision</div> <div>and supporting documents valid, proper and legal</div> </div> </div> <div> <div>Signature:</div> <div>Printed Name</div> <div>Position:</div> <div>Date:</div> </div>	<div> <div> <div>B</div> <div>Certified:</div> </div> <div> <div>Allotment available and obligated for the purpose/adjustment necessary as indicated above</div> </div> </div> <div> <div>Signature:</div> <div>Printed Name</div> <div>Position:</div> <div>Date:</div> </div>
<div> <div>MOISES NEIL V. SERIÑO</div> <div>VP for Admin. and Finance</div> </div>	<div> <div>ALICIA M. FLORES</div> <div>Supervising Administrative Officer</div> <div>Head, Budget Unit</div> </div>

C	STATUS OF OBLIGATION
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Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
07-14-2025	Obligations	02-206441-2025-07-	200.00		200.00	
		Totals				