



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**PURCHASE ORDER**

Supplier : <b>SUNTAWOOD HOME AND OFFICE, INC.</b>	P.O. No. : <b>2022-04-011 GAA</b>
Address : B1 L7 Zabarte Road., Ma. Luisa Subdivision, Camarin, Brgy. 117, Caloocan City	Date : <b>April 7, 2022</b>
TIN :	Mode of Procurement : <b>Negotiated Procurement 53.9 Small Value Procurement</b>

**Gentlemen:**

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

Place of Delivery : <b>CHED Central Office</b>	Delivery Term: <b>14 Days</b>
Date of Delivery :	Payment Term: <b>Send Bill Arrangement</b>

Stock/ Property No.	Unit	Description	Quantity	Unit cost	Amount
	<b>units</b>	<b>Procurement of Steel Cabinets to be used in the filing of SGS-L and SIKAP Documents</b>	<b>14</b>	<b>10,500.00</b>	<b>147,000.00</b>
		Technical Specifications:			
		- Five (5) Adjustable Shelves			
		- Open Front Shelf Cabinet, enclosed sides and back			
		- All metal body			
		- 850-900W x 400-450D x 1800-1880H			
		- Any Color			
		- Prices are VAT inclusive and other Government taxes			
		Mode of Payment: Send bill			
		***** NOTHING FOLLOWS *****			
(Total Amount in Words)	<b>One Hundred Forty-Seven Thousand Pesos</b>				<b>147,000.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme:

Very truly yours,

*Carmita B. Sagitao*

**J. PROSPERO E. DE VERA III, DPA**

Chairman

(Signature over printed name)

*May 13, 2022*

(Date)

Funds Cluster: <b>101</b>	ObR No.: <b>02-0110/111-2022-04-00981</b>
Funds Available: <b>₱147,000.00</b>	Date of the ObR: <b>4/13/2022</b>
	AMOUNT: <b>₱147,000.00</b>

*[Signature]*  
**MIRRIAM V. MIRANDA**  
Chief Accountant, AFMS



Republic of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
HEDC Bldg., C.P. Garcia Avenue UP Diliman, Quezon City

OBLIGATION REQUEST AND STATUS				No. : 02-01101101-2022-04-00981		
Agency				Date : 4/13/2022		
Payee				Fund : 101		
SUNTAWOOD HOME AND OFFICE, INC.						
Office						
Address				B1 L7 Zabarte Road., Ma. Luisa Subdivision, Camarin, Brgy. 117, Caloocan City		
Responsibility Center	Particulars	P.P.A.	Account Code	Amount		
	Procurement of Steel Cabinets to be used in the filing of SGS-L and SIKAP Documents	310200200007000 LGSO/Post Grad	502 03 990 00	147,000.00		
				147,000.00		
<b>A.</b>	<b>Certified :</b> Charges to appropriation/allotment necessary lawful and under my direct supervision; and supporting documents valid, proper and legal			<b>B.</b>	<b>Certified :</b> Allotment available and obligated for the purpose/adjustment necessary as indicated above	
Signature				Signature		
Printed Name:	CORINNA FRANCES O. CABANILLA			Printed Name :	MS. EVA M. PASIGPASIGAN	
Position	Director-In-Charge, Local Graduate Scholarship Office (LGSO)			Position	Chief Administrative Officer Budget Division	
Date				Date		
<b>C.</b>	<b>STATUS OF OBLIGATION</b>					
<b>Reference</b>			<b>Amount</b>			
Date	ORS No.	JEV No.	Obligation	Payment	Payable	Balance