

**PURCHASE ORDER**  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE

Supplier : LEAN-ON FINANCE CONSUMER'S COOPERATIVE P.O. No. : 25102766  
 Address : Central Plaza Complex Brgy. Lag On Daet, Date : 12-01-25  
Camarines Norte  
 Telephone No. : 9380838279 Mode of Procurement : SHOPPING  
 TIN : 774-552-433-000

Gentlemen:

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

Place of Delivery: GO PYDO Delivery Term : 14cb  
 Date of Delivery : 12/14/2025 Payment Term: FULL

Item No.	Quantity	Unit Issue	ITEM DESCRIPTION	Amount	
				Unit Cost	Total Cost
1	6	box	Ballpen (Black) ordinary 50 pcs/box HBW	325.00	1,950.00
2	17	box	Pencil #2 12 pcs/box MONGOL	120.00	2,040.00
3	5	doz.	Folder white (long), thick	98.00	490.00
4	6	bundles	Vellum Paper - Short (100sheets)	400.00	2,400.00
5	23	roll	Transparent tape Big (1x50mm) CROCO	42.00	966.00
6	3	box	White Board Marker 12 pcs/box PILOT	725.00	2,175.00
7	1	packs	Sticker Paper (Long) 50 sheets	275.00	275.00
8	10	box	Sharpener (small) 24 pcs/box	100.00	1,000.00
9	200	pcs	Diploma Jacket (Short)	52.00	10,400.00
10	5	pcs	Ink #003 - black EPSON	300.00	1,500.00
11	3	pcs	Ink #003 -magenta EPSON	300.00	900.00
12	3	pcs	Ink #003 - cyan EPSON	300.00	900.00
13	3	pcs	Ink #003 -yellow EPSON	300.00	900.00
14	5	box	Bond Paper Legal (5ream) HARDCOPY	1,404.00	7,020.00
15	5	box	Bond Paper A4 (5ream) HARDCOPY	1,404.00	7,020.00
16	200	pcs	Steno Notebook V-PLUS	45.00	9,000.00
17	20	bundles	Parchment Paper A4 (Light Cream) 20pcs./bundle STARPARCH	150.00	3,000.00
18	9	bundles	Index Card (3x5) 50 pcs./bundle VECO	40.00	360.00

*for Office Supplies to be use in the LIBRENG CLE REVIEW: Alay sa Bayan Alay sa Kabataan 2025*

Total amount in words: **Fifty Two Thousand Two Hundred Ninety Six Pesos Only** 52,296.00

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

Very truly yours,

Conforme:



**HENRY N. DAYAON**

Signature over printed name of Supplier

12-02-25

Date

**ENGR. JOSEPH V. ASCUTIA**  
Acting Governor

