



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
 1111, Agricultural Training Institute Building, 11th Floor, Mabini St.,  
 1000 Manila, Philippines  
 Telephone: (632) 8861-1000  
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**PURCHASE ORDER**

SUPPLIER: **MS. ANDREA A. TAN**  
 ADDRESS: 282 Aguinaldo Street, San Miguel, Manila

PO No.: 2023-07-194  
 DATE: July 26, 2023

TIN:

MODE OF PROCUREMENT: NP Small Value Procurement

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein:

Place of Delivery		Delivery Terms		30 DAYS	
Date of Delivery		Payment Term		LUMP	
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	SET	<b>Notarial Service</b> Notarial Service of Scholarship Contracts for EASY Agri Batch 3 Scholars Include: Pick up and delivery of notarized contracts from and to ATI Central Office (by batch)  Note: Notarized contracts must be delivered to ATI Central Office one (1) day upon notarization  Purpose: To notarize the scholarship contracts of the program applicants of the EASY Agri Batch 3	250	P 300.00	P 75,000.00

TOTAL AMOUNT IN WORDS: **SEVENTY-FIVE THOUSAND PESOS ONLY** P 75,000.00

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

CONFORME

*ANDREA A. TAN*  
 Signature Over Printed Name of Supplier

Sep. 19, 2023  
 Date



Very truly yours,

REMELYN R. DEQUENA, MNSA, CESO III  
 Director

FUNDS AVAILABLE

Procurement Office

Aug 03 2023

Checks DO

JOHN B. SINGSON  
 CHIEF ACCOUNTANT

ORIGIN No. 0100012023194

Amount P 75,000