



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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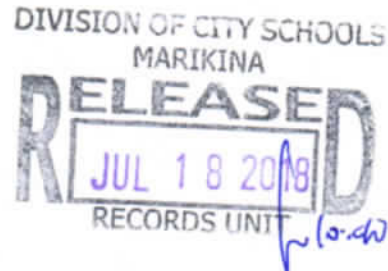


July 16, 2018

**DIVISION MEMORANDUM**

No. 175, s. 2018

TO: Chief Education Supervisors, CID and SGOD  
Division Accounting and Cash Units  
Elementary School Heads  
Public Schools Only



**SCHOOL SHARE FOR THE PRINTING OF THE IDENTIFICATION CARDS (ID) FOR ALL ELEMENTARY TEACHING AND NON-TEACHING EMPLOYEES**

1. The field is hereby informed of the school share for the supplies and materials for the printing of IDs for all elementary teaching and non-teaching employees.
2. Attached is the Purchase Order (PO) and the list of required payments per school.
3. All supplies and materials relative to this shall be charged against the school's MOOE. School heads are requested to include the expenses in the revised 2018 Annual Procurement Plan (APP).
4. Kindly settle all payments, through the Division Cash Unit, on or before July 27, 2018.
5. For your information and strict compliance.

For:

**SHERYLL T. GAYOLA**

Officer-In-Charge

Office of the Schools Division Superintendent

By:

  
**CEASAR AUGUSTOS E. CEBUJANO**

OIC, Office of the Schools Division Superintendent  
Legal Officer III

# PURCHASE ORDER

DEP-ED MARIKINA  
Agency / Procuring Entity

ALL CARD INC  
QUEZON CITY

P.O. No. 07-2018-094 DO  
Date 07/03/2018  
Mode of Procurement

Telephone No.  
TIN

Gentlemen:

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

Place of Delivery SDO Marikina City Delivery Term \_\_\_\_\_  
Date of Delivery \_\_\_\_\_ Payment Term \_\_\_\_\_

STOCK NO.	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	roll	6 panel YMCKO ribbon @200 prints per roll	1	3,000.00	3,000.00
2	roll	Mono K ribbon @ 2000 prints per roll	1	1,800.00	1,800.00
3	pcs	EM Proximity cards @ 200 pcs/box	918	28.00	25,704.00
		***nothing follows***			

Amount in words THIRTY THOUSAND FIVE HUNDRED FOUR PESOS ONLY **Grand Total** Php30,504.00

In case of failure to make 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 on the undelivered item/s.

Conforme: *[Signature]* Very truly yours, *[Signature]*  
Cristina Angelica U. Hashim SHERYL D. GAYOLA  
Signature over printed name of Supplier OIC-Office of the SDS

Date \_\_\_\_\_

Fund Cluster: \_\_\_\_\_ ORS/BURS No.: \_\_\_\_\_  
Funds Available: IVY R. RUALLO Date + Alobs No.: \_\_\_\_\_  
ADAS III/OIC-Accounting Unit Amount: \_\_\_\_\_

**SCHOOL SHARE FOR THE PRINTING OF TEACHERS' SCHOOL ID**

Price per ID: Php33.228

<b>SCHOOL</b>	<b>QUANTITY</b>	<b>SCHOOL SHARE</b>
Barangka ES	39	1,295.91
Concepcion ES	56	1,860.81
Concepcion Integrated School – ES	66	2,193.10
Fortune ES	73	2,425.70
H. Bautista ES	73	2,425.71
Industrial Valley ES	26	863.93
Kalumpang ES	27	897.17
Kapitan Moy ES	44	1,462.07
Leodegario Victorino ES	33	1,096.55
Malanday ES	87	2,890.90
Marikina ES	46	1,528.51
Nangka ES	82	2,724.77
Parang ES	85	2,824.46
Saint Mary ES	25	830.71
Sto. Niño ES	62	2,060.19
San Roque ES	34	1,129.78
SSS Village ES	60	1,993.73
	<b>TOTAL</b>	<b>30,504.00</b>