

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

SOLICITOR GENERAL  
 RECEIVED  
 NOV 09 2022  
 FINANCIAL MANAGEMENT  
 BY: 315

**PURCHASE ORDER**

Supplier: **WORK HABITS TRADING**  
 Address: Blk 1 Lot 5B Dandelion Street Greenwoods Executive Village  
 Cainta, Rizal  
 TIN: 204-254-691-000  
 Account No. 1461-1182-55  
 Telephone: 8642-3716  
 Bank: LBP - Katipunan Branch  
 Fax: workhabitstrading@gmail.com

P.O. # **022-10-171**  
 Date: **November 4, 2022**  
 Mode of Procurement: Small Value  
 Procurement 53.9

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

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**

Delivery Term: w/n thirty (30) working days  
 upon approval of sample and receipt of P.O

Date of Delivery:

Payment Term: w/in thirty (30) days upon  
 final acceptance and inspection (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	pieces	<b>Procurement of Souvenir for OSG's National Breast Cancer Awareness Month Celebration:</b> <b>CUSTOMIZED ADVOCACY TOTE BAGS</b> Materials: Standard Canvass Estimated Size/Dimensions: 10 in (W) x 12 in (H) With Long Handle Inscription: Print: Digital Customized Print; Color: All Colors; Size: 8 in x 6.5 in Machine Washable; Preferred Color: White (1 Side Print)  General Specification: Print must be high quality, and readable; Refer to the approved sample for materials, size and handle.	200	Php 140.00	Php 28,000.00

Total Amount in Words **Twenty Eight Thousand Pesos Only** Php **28,000.00**

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

Very truly yours,

**JESSICA L. CASTRO**  
 CAO, Administrative Division

Conforme: THE PESA / [Signature]  
 (Signature over printed name)  
11/24/2022  
 (Date)

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available: [Signature]  
**ARIEL J. UBIÑA**  
 Chief Accountant  
 ALOBS: 02-102101-2022-11-085  
 Amount: ₱ 28,000.00