

Page 1 of 1 RISS No.  
 SUPREME COURT OF THE PHILIPPINES  
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Republic of the Philippines  
 Supreme Court  
 Office of the Court Administrator  
 Manila

**PURCHASE ORDER**

Supplier : <b>MCSA Marketing</b> 446 Godisco Bldg. San Fernando St. Binondo, Manila			P.O. No.: <b>LC-336-2019</b>			
Tel No: <b>710-17-87</b> Fax No.: <b>986-98-40</b> TIN:			P.O. Date: <b>December 10, 2019</b>			
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.			Mode of Procurement : <b>Shopping</b>			
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b>			Delivery Term:			
Date of Delivery: Within thirty (30) calendar days from receipt hereof.			Payment Term: Thirty (30) days credit.			
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Mailing Envelope (500pc/box)	413	Php232.00	Php95,816.00
			Color: white			-
			Quality: bondpaper			-
			Basis weight: at least 70 gsm			-
NINETY FIVE THOUSAND EIGHTY HUNDRED SIXTEEN PESOS ONLY						Php95,816.00

**P. R. No. 331**

PURPOSE: For issuance to lower courts - MTC.

NOTE: Original authority attached to P. O. No. LC-334-2019 under MCSA Marketing.

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*JAN 14, 2020*  
 Date

Very truly yours,

*[Signature]*  
**MARIA ROSARIO A. LABUGUEN**  
 OCA Assistant Chief of Office  
 Office of the Administrative Services, OCA

Fund Available: <i>Mesdau</i> <b>MARIETTA R. ESDRELON</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <i>MTC 12192187</i> Amount <i>₱ 95,816.00</i>
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