



Appendix 61

**PURCHASE ORDER**  
 IBP Road, Constitution Hills, Quezon City

Supplier	EESM BOOKSTORE		PO No.	2020-12-0081	
Address	11-A Pajo Street, Brgy. Quirino 2A, Project 2, Quezon City		Date	December 29, 2020	
Tel. No.	7340-1640		PhilGEPS No.	2014-116058	
TIN	212-737-515-000		Mode of Procurement	NP - Small Value Procurement	
Gentlemen:					
Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery	Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor		Delivery Term	Thirty-Four Five (30-45) calendar days upon receipt of Purchase Order	
Date of Delivery			Payment Term	within 15-30 days upon complete submission of supporting documents.	
Stock / Property No	Unit	Description	Quantity	Unit Amount	Amount
<b>Supply and Delivery of HR and OD Knowledge Materials (Books):</b>					
1	book	Productive HR Analytics: Mastering the HR Metric <i>By: Martin R. Edwards &amp; Kirsten Edwards (2016)</i>	1	7,200.00	7,200.00
2	book	The Practical Guide to HR Analytics: Using Data to Inform, Transform and Empower HR Decisions <i>By: Stomax D. Waters, et al. (2018)</i>	1	2,565.00	2,565.00
3	book	Leaders Eat Last: Why Some Teams Pull Together and Others Don't <i>By: Simon Sinek (2017)</i>	1	1,520.00	1,520.00
4	book	Dare to Lead: Brave Work, Tough Conversations, Whole Hearts <i>By: Brené Brown (2018)</i>	1	1,330.00	1,330.00
5	book	Emotional Intelligence for the Modern Leader: Guide to Cultivating Effective Leadership and Organizations <i>By: Christopher D. Conners (2020)</i>	1	1,330.00	1,330.00
6	book	The Servant Leader's Manifesto <i>By: Omar L. Harris (2020)</i>	1	945.25	945.25
7	book	Dewey Decimal Classification: DDC 23 <i>By: Melvil Dewey (22nd Edition)</i> XXXX-Nothing Follows-XXX PR No. 2020-11-0578 (BOMR)	1	69,300.00	69,300.00
Total Amount in Words		Eighty Four Thousand One Hundred Ninety Pesos and Twenty Five Centavos Only			P84,190.25
At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.					
The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.					
Conforme:			Very truly yours,		
 <b>EDUARDO E. STA MARIA</b> Signature Over Printed Name of Supplier 01-12-2021 Date			 <b>MARIA VICTORIA M. SALAZAR</b> Signature over Printed Name of Authorized Official Acting Director IV, OFAM Designation		
Fund Cluster Funds Available  <b>ESCARLETT G. CONDE</b> Signature Over Printed Name of Chief Accountant Head of Accounting Division Unit			ORS/BURS No. Date of the ORS/BURS: Amount P84,190.25		

Art - Library  
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**Bawat Kawani, Lingkod Bayani**