



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

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Revision No. **0**

Effective Date **15 March 2017**

PURCHASE ORDER

Supplier : **PMF PROFESSIONAL ADVANCEMENT AND CONTINUING EDUCATION**

P.O. No. : **2018-02-016**

Address : **#3 Las Vegas St., Merville Park Subd. Merville, Paranaque City**

Date : **22-Feb-18**

TIN : **290-743-472-000**

Mode of Procurement : **RFQ-Shopping**

Gentlemen:

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

Place of Delivery : **CFO- Citigold Center 1345 Pres. Quirino Ave. cor., SSH, Paco Manila**

Delivery Term : **FULL SERVICES**

Date of Delivery : **30 calendar days upon received the Purchase Order.**

Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p>Hiring of Speaker/Trainer for 1 day Training Course for Project Management for CFO Personnel</p> <p>Duration: 1 day training Date of Training: March 8, 2018 (9:00-6:00 PM)</p> <p>Methodologies:</p> <ul style="list-style-type: none"> > This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes discussions, presentation and mini-exercises. <p>Objectives:</p> <ul style="list-style-type: none"> > Develop a project statement that focuses on the project goals; > Define project objectives as criteria against which success will be measured; > Create a work breakdown structure to organize the major project task and accomplishments; > Identify the resources needed with a possible initial cost estimated based on Actual activities; <p>* Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No.: 2018-01-006 dated 16 January 2018 x-x-x-x-x-x-x-x-x-x-Follows Next Pages-x-x-x-x-x-x-x-x-x-x</p>	1	30,000.00	30,000.00

(Total Amount in Words) **Next Pages**

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 on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier


USEC. ASTRAVEL PIMENTEL-NAIK
Executive Director

Date

Fund Cluster : _____

ORS/BURS No. : _____

Funds Available : _____

Date of the ORS/BURS: _____

Amount : _____


CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant/
Head of Accounting Division/Unit