



**Securities and Exchange Commission**  
PHILIPPINES

## PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION  
3F Secretariat Bldg., PICC Complex, Pasay City  
Telefax No. 818-5330

Supplier : <b>WORK HABITS TRADING</b>	P.O. No. : <b>2020-01-13</b>
Address : <b>Blk 1 Lot 5B Dandelion St., Greenwoods Executive Village, San Andres, Cainta Rizal</b>	Date : <b>July 20, 2020</b>
Tel No. : _____	Mode of Procurement : <b>SVP</b>

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

Place of Delivery: <b>SEC</b>	Delivery Term: <b>15 CD</b>
Date of Delivery: _____	Payment term: <b>30 CD</b>

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	pc	Supply and Delivery of 600 Pieces of SEC Logo Pin and 600 Pieces of Philippine Flag Pin SEC Logo Pin: gold plated, standard size Philippine Flag Pin: standard size	600 600	50.00 50.00	30,000.00 30,000.00
*****					
As per attached supporting documents:					
a. BAC Resolution on Award No. 2020-24					
b. Signed Notice of Award					

(Amount in Words) Sixty Thousand Pesos P 60,000.00

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

Very truly yours,

Conforme: *(This also serve as your Notice to Proceed)*

ROMUALD C. PADILLA  
Officer-in-Charge, HRAD

CHARMAINE D. GALARDO  
(Signature over printed name)

Date

Funds Cluster: 07A  
Funds Available: \_\_\_\_\_

Adelaida C. Navarro-Banaria  
Director, FMD

ORS/BURS No.: 02-200447-2020-08-020993  
Date of the ORS/BURS: August 12, 2020  
Amount: P 60,000.00

