



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NATIONAL HEADQUARTERS  
 NBP Reservation, Muntinlupa City, Philippines, 1776



**NOTICE TO PROCEED**

**SHERAINE KAY M. MARCELINO**  
 PSSM OFFICE SUPPLIES AND EQUIPMENT TRADING  
 B55 L40 Noche Buena St. Brgy. Greater Lagro, Q.C.

Dear **Ms. Marcelino**:

Based on the approved Purchase Order No. 25-11-92 (copy attached), notice is hereby given to PSSM Office Supplies and Equipment Trading to commence on the Supply and Delivery of Two (2) units Air Conditioning Unit for the use at DES – PESD and EPMD effective upon receipt of this notice.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **BUREAU OF CORRECTIONS**.

Very truly yours,

**GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE, CCLH**  
 Director General

I acknowledge receipt of this notice.

Sheraine Kay M. Marcelino

Sole Proprietor

Date Received 11-28-25

Office of the Director General



ODG-2025-08633



Telephone Num. +63-8809-8073  
 www.bucor.gov.ph | odg@bucor.gov.ph



# PURCHASE ORDER

Bureau of Corrections

Entity Name

Supplier: <b>PSMM OFFICE SUPPLIES AND EQUIPMENT TRADING</b>	P.O. No. : 25-11-92
Address : B55 L40 Noche Buena St. Brgy Greater Lagro, Q.C.	Date : November 17, 2025
TIN : 467-497-198-000	Mode of Procurement : SMALL VALUE

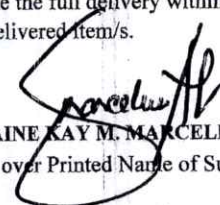
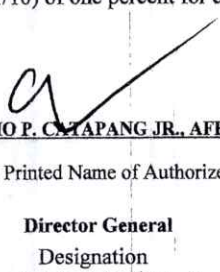
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>Directorate for Logistics, Muntinlupa City</u>	Delivery Term : _____
Date of Delivery : <u>15 calendar days upon receipt of NTP/P.O.</u>	Payment Terms : _____

Stock/Property No.	Unit	Description	Qty.	Unit Cost	Amount
	unit	Air Conditioning Unit, Window Type, 2.0HP Product Model Name : LA200FC	1		37,000.00
	unit	Air Conditioning Unit, Window Type, 2.0HP (Inverter)	1		47,000.00 vvvvvvvvvvvvvvvv
For the use at DES-PESD and EPMD.					
					<b>84,000.00</b>

Total Amount in Words **Eighty four thousand pesos only.**

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:  <b>SHERAINE KAY M. MARCELINO</b> Signature over Printed Name of Supplier <u>11-28-25</u> Date	Very truly yours,  <b>GENERAL GREGORIO PIO P. CAYAPANG JR., AFP (Ret.), CESE, CCLH</b> Signature over Printed Name of Authorized Official Director General Designation ORS/BURS No. : <u>02-101101-2025-11-5847</u> Date of the ORS/BURS: <u>11/19/20</u> Amount : <u>84,000</u>
Fund Cluster : <u>4</u> Funds Available : <u>84,000.00</u> <b>MR. JONNEL CESAR A. LAT</b> Chief Accountant	

**RECEIVED**

Date: 11/28/25 Time: 11:07  
 RECEIVING & ISSUING SECTION