



WORK ORDER

DELIVERY DUE DATE C.O.D

Procurement Unit
Telefax No.: 045-982-4630

INSTRUCTIONS

Supplier : **EASY TRIP SERVICES CORPORATION**
Address : Unit 701, City State Center, Shaw Blvd., Pasig City
TIN :
Tel. No. : (02) 555-7575 / (02) 635-7752

Work Order No.: 2019-186
Date : 12/5/2019
JO No. : 2019-213
Date : 12/3/2019
Mode of Procurement: Direct Contracting
Mode of Payment: C.O.D

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within Fifteen (5) calendar days upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	Reloading of Easytrip under corporate acct. no. Account Name: MYRNA Q. MALLARI Account No. 0000520002703208 *****		<u>60,000.00</u>

(Please read carefully at the back hereof)

Charge to:
ROA No. :
CONFORME & RECEIVE COPY :

EASY TRIP SERVICES CORPORATION
Firm/Dealer/Supplier/Contractor

COMMISSION ON AUDIT TSU
RECEIVED
By: [Signature] Date: 10 DEC 2019

FUNDS AVAILABLE:
[Signature]
JESUS S. DANGANAN
Finance Officer

Date _____
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

APPROVED:
[Signature]
D.R. GLENARD T. MADRIAGA
VP, Admin. & Finance
Authorized Official

RECEIVED COPY:
DATE JO/PR RECEIVED:

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