



# WORK ORDER

**DELIVERY DUE DATE:** 9/11/2023

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **MR QUIJANO MULTIMEDIA PRODUCTION**  
Address : Brgy. Caramutan, La Paz, Tarlac  
TIN : 291-105-088-000  
Tel. No. : 0963-442-4870

Work Order No.: 2023-130  
Date : 7/6/2023  
JO No. : 2023-149  
Date : 6/20/2023  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **Sixty (60)** 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  | <b>LABOR AND MATERIALS: PHOTOGRAPHY SERVICES</b><br><br><b>3721 set</b> consist of 1 Photograph of Graduate Receiving the diploma on stage and 1 photograph of graduate holding the diploma<br>Note:<br>- 2 5r (5x7) print out clear plastic with name<br>- sorted soft copy files by name by college and courses<br>- hard drive for soft copy<br>- video highlight for each graduation date and time<br><br>***** | 334,890.00 | <b><u>334,890.00</u></b> |

(Please read carefully at the back hereof)

Charge to: 02-207512  
ROA No.: 2023-07-0076  
CONFORME & RECEIVE COPY :

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
JUL 13 2023

7/13/23  
**MR QUIJANO MULTIMEDIA PRODUCTION**  
Firm/Dealer/Supplier/Contractor

**FUNDS AVAILABLE:**  
JASPER A. YAUDER, CPA  
Budget Officer

Date \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

**APPROVED:** JUL 07 2023  
DR. GRACE N. ROSETE  
Vice President for Administration  
Authorized Official