



# WORK ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

**DELIVERY DUE DATE:** 13 MAR 2026

Supplier : **TOYOTA SAN FERNANDO PAMPANGA, INC.**  
 Address : Olongapo-Gapan Road, City of San Fernando 2000, Pampanga  
 TIN : 234-410-504-002 VAT Reg.  
 Tel. No. : (045)961-1188/(045)961-8011

Work Order No.: 2026-045  
 Date : 2/20/2026  
 JO No. : 2026-004  
 Date: 1/28/2026  
 Mode of Procurement : Direct Contracting  
 Mode of Payment : n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Ten (10) 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>PROCUREMENT OF AUTOMOTIVE MAINTENANCE SERVICES</b>  Change Oil 20,000 KMS PMS Check Up for Grandia Vehicle SCC-1092 *****	20,117.82	<u>20,117.82</u>

*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. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.*

Conforme:

Very truly yours,

MARLON MANUNTA  
 Signature over Printed Name of Supplier  
3/3/26  
 Date



DR. ARNOLD E. VELASCO  
 President  
 Authorized Official

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_  
JASPER A. YAUDER, CPA  
 Budget Officer

ORS/BURS No. : 02-2024/1-2026-02-0862  
 Date of the ORS/BURS: Feb 24, 2026  
 Amount : 20,117.82



# WORK ORDER

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

**DELIVERY DUE DATE:** 13 MAR 2026

Supplier : **TOYOTA SAN FERNANDO PAMPANGA, INC.**  
 Address : **Olongapo-Gapan Road, City of San Fernando 2000, Pampanga**  
 TIN : **234-410-504-002 VAT Reg.**  
 Tel. No. : **(045)961-1188/(045)961-8011**

Work Order No.: 2026-045  
 Date : 2/20/2026  
 JO No. : 2026-004  
 Date: 1/28/2026  
 Mode of Procurement : Direct Contracting  
 Mode of Payment : n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Ten (10) 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>PROCUREMENT OF AUTOMOTIVE MAINTENANCE SERVICES</b>  Change Oil 20,000 KMS PMS Check Up for Grandia Vehicle SCC-1092 *****	20,117.82	<b><u>20,117.82</u></b>

*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. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.*

Conforme:

Signature over Printed Name of Supplier

3/3/26  
 Date



Very truly yours,

DR. ARNOLD E. VELASCO  
 President  
 Authorized Official

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

**JASPER A. YAUDER, CPA**  
 Budget Officer

ORS/BURS No. : 02-2026-1-1026-02-002

Date of the ORS/BURS: Feb 24, 2026

Amount : 20,117.82