



# WORK ORDER

**DELIVERY DUE DATE:** 2/5/24

Procurement Unit  
Tel. No.: 045-606-8142/ 606-8157

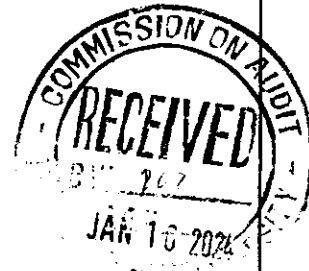
Supplier : **THE NEW MANILA GLASS PALACE**  
Address : San Nicolas, Tarlac City  
TIN : 103-922-021-000 VAT Reg.  
Tel. No. : 045-982-6092

Work Order No.: 2024-001  
Date : 1/5/2024  
JO No. : 2023-295  
Date : 10/25/2023  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Twenty (20)** 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 &amp; MATERIALS: FABRICATION AND INSTALLATION OF GLASS BOARD SERVICES</b><br>Installation of glass board with the following specifications:<br>glass marker board, tempered, impact-resistant, reliable concealed wall mount, 5ft x 3ft, thickness, 6mm graphicoat glass tempered marker board with stainless clip holder<br>***** | 7,800.00  | <u>7,800.00</u> |



(Please read carefully at the back hereof)

Charge to: 07-708403  
ROA No. : 2024-01-0024  
CONFORME & RECEIVE COPY :

[Signature] 1/16/24  
**THE NEW MANILA GLASS PALACE**  
Firm/Dealer/Supplier/Contractor

FUNDS AVAILABLE:  
[Signature]  
JASPER A. YAUDER, CPA  
Budget Officer

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

APPROVED:  
[Signature]  
DR. GRACIE N. ROSETE  
Vice President for Administration  
Authorized Official