



# WORK ORDER

**DELIVERY DUE DATE:** December 19, 2023

Procurement Unit  
Telefax No.: 045-606-8142

Supplier : **FLORIST HAND FLOWER SHOP**  
Address : **Mangga IB, Brgy. Matatalaib, Tarlac City**  
TIN : **629-954-770-00000**  
Tel. No. : **0365-876-6886**

Work Order No.: **2023-276**  
Date : **12/19/2023**  
JO No. : **2023-317**  
Date : **12/13/2023**  
Mode of Procurement: **Small Value**  
Mode of Payment: **n/15**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **December 19, 2023** 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: FLOWER ARRANGEMENT SERVICES</b> Request of two (2) flower arrangement and one (1) offertory flower arrangement for the Holy Mass of the Thanksgiving Day Celebration on December 19, 2023 (2:00 p.m) at Interfaith Chapel, Lucinda Campus *****	4,500.00	<b><u>4,500.00</u></b>



(Please read carefully at the back hereof)

Charge to: *02-206441*  
ROA No.: *2023-12-2081*  
CONFORME & RECEIVE COPY :

**FLORIST HAND FLOWER SHOP**  
Firm/Dealer/Supplier/Contractor  
*12/19/23*  
Date

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

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

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