# WORK ORDER

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

**DELIVERY DUE DATE:** 01 OCT 2026

| | |
|---|---|
| Supplier : **RDRA PRINTARTEES ENTERPRISES** | Work Order No.: 2026-191 |
| Address : 1782 Don Marciano St., Blk 6 San Roque, Tarlac City | Date : 8/27/2026 |
| TIN : 496-086-299-000 Non-VAT | JO No. : 2025-149 |
| Tel. No. : 0920-333-8063 | Date: 7/9/2026 |
| | Mode of Procurement : Small Value Procurement (SVP) |
| | 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 | **PROCUREMENT OF TAILORING SERVICES FOR THE STENTORIAN'S PUBLICATION SHIRTS**<br><br>The Stentorian's Publication Shirt<br><br>**SPECIFICATIONS:**<br>TYPE OF SHIRT: Sublimation Polo Shirt<br>TYPE OF PRINT: Dye Print<br>FABRIC: Polyester<br>COLLAR: Knitted Collar<br>FONT STYLES:<br>-POPPINS BOLD (SURNAME AND INITIALS, PRESS, THE STENTORIAN) -TAHOMA REGULAR (POSITION, "MAGSULAT MAG-ULAT. MAGMULAT<br>SUMMARY OF SIZES (32 pieces)<br>XS - 6 pieces<br>Small - 1 piece<br>Medium - 13 pieces<br>Large - 7 pieces<br>XL - 5 pieces<br>********** | 14,400.00 | **14,400.00** |

COMMISSION ON AUDIT
RECEIVED
TARLAC STATE UNIVERSITY
By _____ Date SEP 11 2026

*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, fortuituos event/s or changes in law, and national government policies.*

Conforme:

RACQUEL A. DE LEON
Signature over Printed Name of Supplier

9-11-26
Date

Very truly yours,

DR. JASPER JAY N. MENDOZA
President
Authorized Official

SEP 09 2026

**Fund Cluster :** _____

**Funds Available :** _____

RYAN R. RONQUILLO, CPA
OIC-Budget Officer

**ORS/BURS No. :** 12-106004-2026-09-126

**Date of the ORS/BURS:** 8 Sep 2026

**Amount :** P.4N-N