



# WORK ORDER

**DELIVERY DUE DATE:** 02 OCT 2024

Procurement Unit  
Tel No.: 045-606-0142/ 606-8157

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**  
Address : **San Sebastian Village Phase 3, Tarlac City**  
TIN : **007-290-469-000 VAT REG.**  
Tel. No. : **(045) 982-1814**

Work Order No.: **2024-293**  
Date : **09/11/2024**  
JO No. : **2024-339**  
Date : **08/22/2024**  
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 AND MATERIALS: PRINTING OF OFFICIAL TRANSCRIPT OF RECORDS</b>  -30 reams of Official Transcript of Records GREEN PLAIN Front: Full Colors, Back: None, Size: 8.5 x 13 inches *****	75,000.00	<b><u>75,000.00</u></b>

(Please read carefully at the back hereof)

Charge to: 02-20-441  
ROA No.: 2024-09-2891  
CONFORME & RECEIVE COPY :

**A.C. MENDOZA PRINTING COMPANY INC.**

Firm/Dealer/Supplier/Contractor

9/12/24  
Date

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



**FUNDS AVAILABLE:**

JASPER A. YAUDER, CPA  
Budget Officer

**APPROVED:**

DR. ARNOLD E. VELASCO  
President  
Authorized Official