

## **WORK ORDER**

DELIVERY DUE DATE: COD

**Procurement Unit** 

Telefax No.: 045-982-4630

Supplier:

**EASY TRIP SERVICES CORPORATION** 

Address:

Unit 701, City State Center, Shaw Blvd., Pasig City

TIN:

Tel. No.:

(02) 555-7575/ (02) 635-7752

Work Order No.: 2024-015

Date: 2/2/2024

JO No.: 2024-009

Date: 1/26/2024

Mode of Procurement: Direct Contracting

Mode of Payment:

COD

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work 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. UNI
1 lot

(Please read carefully at the back hereof)

Charge to: 12-24144/

ROA No.: 2024-02-0316 **CONFORME & RECEIVE COPY:** 

**FUNDS AVAILABLE:** 

**Budget Officer** 

EASY TRIP SERVICES CORPORATION

Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: \_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

RECEIVED COPY:

DATE JO/PR RECEIVED:

Form No.: TSU-PRO-SF 10

Revision No.: 01

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Effectivity Date: March 01, 2017 Page 1 of 1