



# WORK ORDER

C.O.D

Procurement Unit  
Tel. No. 945-606-8142/805-8152

DELIVERY DUE DATE:

12/12-18/2022

Supplier: **COLUMBUS PLAZA HOTEL**  
Address: **Osmena cor. Champaca Sts. General Santos City**  
TIN: **002-013-045-000**  
Tel. No.: **0977-805-3315**

Work Order No.: **2022-246**  
Date: **12/7/2022**  
IO No.: **2022-260**  
Date: **11/25/2022**  
Mode of Procurement: **Small Value**  
Mode of Payment: **COD**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **December 12-18, 2022** upon receipt of this Work Order as per quotation submitted by you (only approved by the TSM Committee on Bids and Awards and the President of the Agency).

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<b>ACCOMMODATION SERVICES</b> <b>RESERVATION DETAILS:</b> Arrival Date: December 12, 2022 Departure Date: December 18, 2022 Number of Nights: 6 Number of Room(s): 4 No. of Adults / Child: 8 Airport Transfer: N/A <b>RATE INFORMATION:</b> Room Type: 1 PREMIUM ROOM & 3 STANDARD ROOMS Rate per Day: P6,600.00 Total Stay Cost: <b>P36,600.00</b> By signing this form, you are confirming that the above details are guaranteed. -Standard check-in time 12:00 PM and check-out time is 2:00 PM -Early check-in shall only be put on request and not automatically guaranteed.	36,600.00	36,600.00

(Please read carefully at the back hereof)

Charge to: **12-20444/**  
ROA No.: **2022-17-1276**

CONFIRME & RECEIVE COPY: *Hyacinth Armaso*  
**12/9/22**

**COLUMBUS PLAZA HOTEL**

Vendor/Dealer/Supplier/Contractor

Bank Account Name: **Keys Realty and Development Corporation**  
Bank Account Number: **003270206415**  
Bank Name: **BDO**  
Bank Address: **PIONEER, GENERAL SANTOS CITY**

FUNDS AVAILABLE:

*Jasper Tauber*  
**JASPER TAUBER, CPA**  
Budget Officer

APPROVED:

*DR. CESAR S. SORIANO*  
**DR. CESAR SORIANO**  
Vice President for Administration  
Authorized Official

Form No.: **PSU-PRO-SF-10**

Revision No.: **01**

Issued by Date: **March 07, 2018**

Page: **1 of 1**

COMMISSION ON AUDIT, TSU  
**RECEIVED**  
Date: **DEC 09 2022**



# WORK ORDER

DELIVERY DUE DATE:

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

Supplier : **COLUMBUS PLAZA HOTEL**  
Address : **Osmena cor. Champaca Sts. General Santos City**  
TIN : **002-013-045-000**  
Tel. No. : **0977-805-3315**

Work Order No.: **2022-216**  
Date : **12/7/2022**  
JO No. **2022-266**  
Date : **11/25/2022**

Mode of Procurement: **Small Value**  
Mode of Payment: **COD**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **December 12-18, 2022** 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>ACCOMMODATION SERVICES</b> <b>RESERVATION DETAILS:</b> Arrival Date: December 12, 2022 Departure Date: December 18, 2022 Number of Nights: 6 Number of Room(s): 4 No. of Adults / Child: 8 Airport Transfer: N/A <b>RATE INFORMATION:</b> Room Type: 1 PREMIUM ROOM & 3 STANDARD ROOMS Rate per Day: P6,600.00 Total Stay Cost: <b>P36,600.00</b> By signing this form, you are confirming that the above details are guaranteed. -Standard check-in time 12:00 PM and check-out time is 2:00 PM -Early check-in shall only be put on request and not automatically guaranteed. *****	36,600.00	<u>36,600.00</u>

(Please read carefully at the back hereof)

Charge to: **02-20644/**  
ROA No.: **2022-12-1686**  
CONFORME & RECEIVE COPY :

**COLUMBUS PLAZA HOTEL**

Firm/Dealer/Supplier/Contractor

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

COMMISSION ON AUDIT, TSU  
**RECEIVED**  
Date: **DEC 09 2022**

FUNDS AVAILABLE:

**JASPER A. YAUDER, CPA**

Budget Officer

APPROVED:

**DR. GRACIA N. ROSETE**

Vice President for Administration

Authorized Official