



WORK ORDER

DELIVERY DUE DATE:

April 6, 2025

Procurement Unit

Tel No.: 045-606-8110 local 157/142

Supplier : **ALBERT IGNACIO AUDIO AND LIGHTS RENTAL (ALBERT IGNACIO)**

Work Order No.: 2025-072

Address : 5 Catalan, San Isidro (Pob.) La Paz Tarlac

Date : 04/02/2025

TIN : 199-927-502-00000 Non-VAT

JO No. : 2025-049

Tel. No. : 0932-662-7357

Date : 03/18/2025

Mode of Procurement: Small Value

Mode of Payment: n/10

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **April 6, 2025** 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	LABOR AND MATERIALS: RENTAL OF SOUND SYSTEM SERVICES Rental of Lights and Sounds for TSU SSC MX. WARRIOR 2025 at the TSU Gymnasium from 2:00PM to 11:00PM. SPECIFICATIONS *1 UNIT - KOSMO LIGHTS CONTROLLER *4 UNITS-AMS WIRELESS MICROPHONE *6 UNITS - AEROLITES BEAM 360 *8 UNITS-RGBW PAR LED *8 UNITS-WHITE AMBER PAR LED *1 UNIT-SMOKE MACHINE *2 UNITS-LIGHTS STAND *4 UNITS-MICROPHONE STAND *1 UNIT LAPTOP *1 LOT-CABLE AND WIRES, *1 SPOTLIGHT LEDWALL: 1 SET - P3 AEROLED SPLIT LEDWALL (9'x 12' SPLIT *****	29,000.00	<u>29,000.00</u>

(Please read carefully at the back hereof)

Charge to: 02 - 20644

ROA No. : 2025-04 - 1051

CONFORME & RECEIVE COPY :

ALBERT IGNACIO AUDIO AND LIGHTS RENTAL (ALBERT IGNACIO)

Firm/Dealer/Supplier/Contractor

4/4/25

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



REPUBLIC OF THE PHILIPPINES
TARLAC STATE UNIVERSITY
OFFICE OF THE SUPREME STUDENT COUNCIL
ROMULO BLVD, SAN VICENTE, TARLAC CITY 2300, TARLAC
tsussc2425@gmail.com

MARCH 20, 2025

ATTY. WILMARK RAMOS

Vice President for Administration

SUBJECT: REQUEST FOR RESCHEDULING OF PROCUREMENT REQUEST ON MX. TSU PAGEANT AT BULWAGANG KANLAHI ON APRIL 6, 2025

Dear Atty Wilmark,

Warm greetings from the Tarlac State University Supreme Student Council!

We respectfully write to request the rescheduling of the Mrx. TSU Pageant from its original date of March 29, 2025, to a new proposed date on April 6, 2025 (Sunday), at Bulwagang Kanlahi.

The primary reason for this request is the unavailability of the TSU Gymnasium this March due to prior bookings for other events. Furthermore, the gym is scheduled for renovation in April, preventing us from using it as a fallback venue. Given the availability of Bulwagang Kanlahi on the revised date, we believe this adjustment will allow us to proceed smoothly with the event.

Additionally, we would like to reschedule the procurement of lights, sounds, and LED setups initially set for March 29 to align with the new event date on April 6. This adjustment will ensure proper coordination with our suppliers and maintain the quality production we envision for the pageant.

We sincerely hope for your kind consideration of this request. Should you need further information or clarifications, please feel free to reach out at your earliest convenience.

Thank you very much for your time and support.

With you in providing exceptional service for the TSUian,


MA. ANGELICA A. FRESNIDO

President, Supreme Student Council

Noted by:


DR. RITA PULMANO
Director, Gender and Development

Approved by:


ATTY. WILMARK RAMOS
Vice President for Administration