



# WORK ORDER

**DELIVERY DUE DATE:** 05 NOV 2024

Procurement Unit  
Telefax No.: 045-606-8142

Supplier : **E-GLORIA'S FLOWER SHOP, PARTY NEEDS & CATERING SERVICES**  
**(LORENZO E. CORDOBA)**  
Address : M.H Del Pilar, Sto. Cristo, Tarlac City  
TIN : 405-183-384-000 Non-VAT  
Tel. No. : 0939-734-8707 / 0917-180-1555

Work Order No.: 2024-340  
Date : 10/17/2024  
JO No. : 2024-383  
Date : 09/27/2024  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **November 5, 2024**, 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: RENTAL OF TABLE AND CHAIR SERVICES</b><br><br>Rental of Table and Chair for Capping, Pinning and Candle Lighting Ceremony on November 5, 2024 at TSU Gymnasium.<br><br>-6 pcs of Long Tables With Cover (at least 6ft x 12 ft) (white plain)<br>-100 pcs of Chairs Single (White cover)<br>-2 pcs of Small Tables (at least 6ft x 6ft) (white plain with cover skirting)<br><br>***** | 29,000.00 | <b><u>29,000.00</u></b> |

(Please read carefully at the back hereof)

Charge to: 12-202444  
ROA No.: 2024-10-3388  
CONFORME & RECEIVE COPY: *[Signature]*

**FUNDS AVAILABLE:**

JASPER A. YAUDER, CPA  
Budget Officer

**E-GLORIA'S FLOWER SHOP, PARTY NEEDS & CATERING SERVICES (LORENZO E. CORDOBA)**

Firm/Dealer/Supplier/Contractor  
10/22/24  
Date



**APPROVED:**

DR. ARNOLD E. VELASCO  
President  
Authorized Official

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