



# WORK ORDER

**DELIVERY DUE DATE:** 11-17-22

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **HAPPY SERVE TRAVEL AND TOURS**  
Address : San Vicente, Tarlac City  
TIN :  
Tel. No. : 0917-582-0148

Work Order No.: 2022-189  
Date : 11/15/2022  
JO No. : 2022-249  
Date : 11/9/2022  
Mode of Procurement: Small Value  
Mode of Payment: n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **Nov. 15-17, 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>RENTAL SERVICES - AUTOMOTIVE</b> Rental of (3unit) Aircon Van on Nov. 15-17, 2022 for CASS Planning and Team Bldg. @ Parkview Hotel, Baguio *****	54,000.00	<b><u>54,000.00</u></b>

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
Date: 11-15-2022

(Please read carefully at the back hereof)

Charge to:  
ROA No. :  
CONFORME & RECEIVE COPY :

**HAPPY SERVE TRAVEL AND TOURS**

Firm/Dealer/Supplier/Contractor

11/15/22

Date

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

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

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

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

**FUNDS AVAILABLE:**

JASPER A. YAUDER, CPA

Budget Officer

**APPROVED:**

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official