



# WORK ORDER

**DELIVERY DUE DATE:** 4 /23 /2023

Procurement Unit  
Tel No.: 045-606-8142

Supplier : **MR QUIJANO MULTIMEDIA PRODUCTION**  
Address : Brgy. Caramutan, La Paz, Tarlac  
TIN : 291-105-088-000  
Tel. No. : 0963-442-4870

Work Order No. 2023-016  
Date : 1/26/2023  
JO No. : 2023-019  
Date : 1/18/2023  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **Sixty (60)** calendar days 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: PHOTOGRAPHY SERVICES</b> Photography of January 2023 Graduation (500 SET) Set consist of 1 photograph of graduate receiving the diploma on stage and 1 photograph of graduate holding diploma. All photographs shall be in 5R size and should be in transparent plastic (Estimated number of students) Shall Furnish TSU Business Center with electronic copies of all photograph/images stored in the USB within 60 days after the last of the photo session. Note: Free * Video Coverage * Name Label (for easy distribution) * Picture soft copy sorted by name *****	49,000.00	<b><u>49,000.00</u></b>

(Please read carefully at the back hereof)

Charge to: 12-207512  
ROA No.: 2023-01-0011  
CONFORME & RECEIVE COPY :

**MR QUIJANO MULTIMEDIA PRODUCTION**

Firm/Dealer/Supplier/Contractor  
2/22/23  
Date

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

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
FEB 22 2023

**FUNDS AVAILABLE:**

JASPER A. YAUDER, CPA  
Budget Officer

**APPROVED:**

DR. GRACE N. ROSETE  
Vice President for Administration  
Authorized Official