



# WORK ORDER

**DELIVERY DUE DATE:** 07 JUL 2024

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

Supplier : **SD LEAL GRAPHICS**  
Address : **2195 F YSL Bldg. Leveriza St. Brgy. 29, Pasay City**  
TIN : **165-075-259-000**  
Tel. No. : **0995-482-1560**

Work Order No.: **2024-159**  
Date : **5/23/2024**  
JO No. : **2024-124**  
Date : **04/03/2024**  
Mode of Procurement: **Small Value**  
Mode of Payment: **n/15**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **Thirty (30)** 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: PRINTING SERVICES</b> Printing for The Work's Newsletter 1500 copies - 64 pages of Newsletter, (1400 copies Newsprint and 100 copies Glossy Paper), Size: 9 x 12 inches <i>Warranty: 60 days</i>  *****	87,000.00	<b>87,000.00</b>

(Please read carefully at the back hereof)

Charge to: **41-20644**  
ROA No.: **24-05-1740**  
CONFORME & RECEIVE COPY:

*Salcedo*  
**Salcedo D. Leal**  
**SD LEAL GRAPHICS**  
Firm/Dealer/Supplier/Contractor  
June 7, 2024  
Date



FUNDS AVAILABLE:

*Jasper A. Yauder*  
**JASPER A. YAUDER, CPA**  
Budget Officer

APPROVED:

*DR. Arnold E. Velasco*  
**DR. ARNOLD E. VELASCO**  
President  
Authorized Officer

Bank Account Name: SD Leal Graphics  
Bank Account Number: 1701-0276-00  
Bank Name: Landbank of the Philippines  
Bank Address: LBP - OWWA Branch  
FB Harrison St. Pasay City



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Charge to: 42-20644  
ROA No.: 2024-05-1760  
CONFORME & RECEIVE COPY :



**SD LEAL GRAPHICS**  
Firm/Dealer/Supplier/Contractor

**FUNDS AVAILABLE:**  
JASPER A. YAUDER, CPA  
Budget Officer

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

**APPROVED:**  
DR. ARNOLD E. VELASCO  
President  
Authorized Official