



# WORK ORDER

**DELIVERY DUE DATE:** *November 21, 2023*

Procurement Unit  
Tel No.: 045-606-R142

Supplier: **HAPPY SERVE TRAVEL AND TOURS**  
Address: San Vicente, Tarlac City  
TIN: 139-568-361-001  
Tel. No.: 0917-582-0148

Work Order No.: 2023-262  
Date: 11/17/2023  
IO No.: 2023-305  
Date: 11/14/2023  
Mode of Procurement: Small Value  
Mode of Payment: n/10

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **November 21, 2023** 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 OF VEHICLE SERVICES</b> Rental of Van for Six (6) Faculty Members of the College of Business and Accountancy with be attending the 78th Annual National Convention of CPAs on November 21-25, at Land of Kasanggayahan (Sorsogon Province), Sorsogon City Estimated Departure from TSU on November 21, 2023 @ 4:00 A.M; Flight at NAIA Manila @ 9:00 A.M *****	9,000.00	<u>9,000.00</u>

**RECEIVED**  
Date: 11/17/2023

(Please read carefully at the back hereof)

Charge to: 11-1000  
ROA No.: 413-11-1171  
CONFORME & RECEIVE COPY.

FUNDS AVAILABLE:

**HAPPY SERVE TRAVEL AND TOURS**

JASPER YAUDER, CPA

Firm/Dealer/Supplier/Contractor

Budget Officer

11/17/23  
Date

**TSU**  
PROCUREMENT UNIT  
RECEIVED TRUE  
COPY 17 NOV 2023

APPROVED:

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

DR. GRACE N. ROSETE

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

Vice President for Administration

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

Authorized Official

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



# WORK ORDER

**DELIVERY DUE DATE:** *November 21, 2023*

Procurement Unit  
Tel No.: 045-606-8142

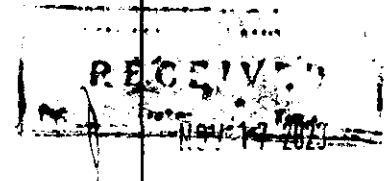
Supplier : **HAPPY SERVE TRAVEL AND TOURS**  
Address : San Vicente, Tarlac City  
TIN : 139-568-361-001  
Tel. No. : 0917-582-0148

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(Please read carefully at the back hereof)

Charge to: 12-10110  
ROA No. : 1023-11-1194  
CONFORME & RECEIVE COPY :

**FUNDS AVAILABLE:**

JASPER N. YAUDER, CPA  
Budget Officer

**HAPPY SERVE TRAVEL AND TOURS**  
Firm/Dealer/Supplier/Contractor

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

**APPROVED:**  
DR. GRACE N. ROSETE  
Vice President for Administration  
Authorized Official