



# WORK ORDER

**DELIVERY DUE DATE: 14 SEP 2024**

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. 2024-227  
Date : 7/4/2024  
JO No. : 2024-228  
Date : 6/6/2024  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **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

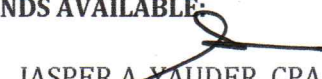
QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<b>LABOR AND MATERIALS: PHOTOGRAPHY SERVICES</b> PRINTING AND PHOTOGRAPHY GRADUATION ON JUNE AND JULY 2024 3400 set (All Colleges): Set consist of 1pc. photograph of graduate receiving the diploma on stage and 1pc. photograph of graduate holding the diploma. All photographs shall be in SR size and should be in transparent plastic (Estimated number of students) 88 set (Laboratory School): Set consist of 1pc. 8r with Frame, 2pcs. Sr, 2pcs. 2r and with light hair and make-up. Free-Creative Shots soft-copy only. 2pcs. 5r Graduation Proper (2 shots). All Soft Copy. *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: Must have studio/sub within Tarlac City* 25r PRINT IN CLEAR PLASTIC WITH NAME FILE SORTED BY NAME COLLEGE, DATE GRADUATION AND COURSES	345,900.00	<b><u>345,900.00</u></b>

(Please read carefully at the back hereof)

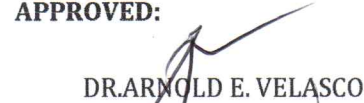
Charge to: 02 - 207512  
ROA No.: 2024-07-0075  
CONFORME & RECEIVE COPY :

  
**MR QUIJANO MULTIMEDIA PRODUCTION**  
Firm/Dealer/Supplier/Contractor  
7/16/24  
Date



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

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

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



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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		*ALL SOFT COPY STORE   IN FLASH DRIVE 18R PRINT OUT WITH DOUBLE GRASS FRAME 2 PCS 5R PRINT 2 PCS 2R PRINT LIGHT HAIR AND MAKE UP STUDIO BACKGROUND STUDIO LIGHT SET UP ALL SOFT COPY GRADUATION PROPER 2 5r PRINT IN CLEAR PLASTIC WITH NAME FILE SORTED BY NAME COLLEGE, DATE GRADUATION AND COURSES ALL SOFT COPY STORE IN FLASH DRIVE *****		

(Please read carefully at the back hereof)

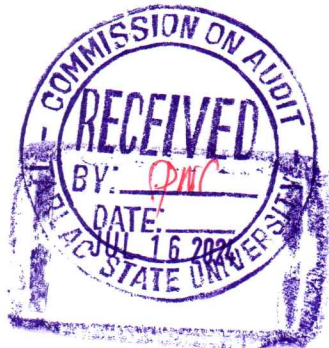
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**MR QUIJANO MULTIMEDIA PRODUCTION**

Firm/Dealer/Supplier/Contractor

Date 7/16/24

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



FUNDS AVAILABLE:

JASPER A. YAUDER, CPA  
Budget Officer

APPROVED:

DR. ARNOLD E. VELASCO  
President  
Authorized Official