

JOB ORDER REQUEST


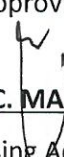
DBM - GPPB-TSO

Agency

Dept. Administrative and Finance Division JOR No.: 2017-004 Date: 3/16/2017
 Section _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Amount
	Lot	Repair and Maintenance of GPPB-TSO Service Vehicle - Toyota Innova SLA 925 Perform 45T km Check-up - use semi synthetic engine oil Perform change oil Replace oil filter Replace gasket Supply Injector Cleaner Check / clean and adjust all brakes Check / top up fluid Check drive belt condition Replace aircon filter Replace air filter element Perform engine decarbonize Perform engine wash Check car battery charging condition POL *****nothing follows*****	1		15,000.00

Purpose: Repair and Maintenance of GPPB-TSO Service Vehicle

Signature: Printed Name: Designation:	Requested by:  <u>DIANA LOU P. DONOSO</u> End User	Approved by:  <u>MILA C. MANALASTAS</u> Supervising Admin Officer
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JOB ORDER

DBM - GPPB-TSO

Agency

Supplier: TOYOTA MAKATI, INC.
 Address: Ayala cor. Metropolitan Ave. Makati City
 TIN: 225-814-535-00001

J.O. No.: _____
 Date: _____
 Mode of Procurement: SVP (Sec. 53.9)

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Rd., Ortigas Center, Pasig City
 Date of Delivery: (see description below)

Delivery Term: _____
 Payment Term: Full Payment/ Check

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	lot	Repair and Maintenance of GPPB-TSO Service Vehicle - Toyota Innova SLA 925 Perform 45T km Check-up - use semi synthetic engine oil Perform change oil Replace oil filter Replace gasket Supply Injector Cleaner Check / clean and adjust all brakes Check / top up fluid Check drive belt condition Replace aircon filter Replace air filter element Perform engine decarbonize Perform engine wash Check car battery charging condition POL *****nothing follows*****	1	14,391.60	14,391.60

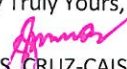
(Total Amount in Words) Fourteen Thousand Three Hundred Ninety-One Pesos and 60/100 only **14,391.60**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:



 Signature over Printed Name of Supplier
APRIL 19, 2017
 Date

Very Truly Yours,


 ELMIRA S. CRUZ-CAISIDO
 Authorized Official

Funds Available: Kristine Dale T. Corpuz

 Chief Accountant

ALOBS No.: _____
 Amount: _____