



Republic of the Philippines
 SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City
 Telephone No. 837-2191 to 95; Fax No. 837-7521

FR-FAD-PS No. 015
 (rev.00 10/7/2015)

WORK ORDER

Work Order No. 04-2017 ✓
 Date : 17 February 2017 ✓
 PR No. : 17-02-0070

JAY C. DESIGNS, INC.
142 Road 3, Pag-asa, QC
Tel. No. 929-7479

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
1.	300	Pcs.	Production of paperweight <ul style="list-style-type: none"> • Acrylic (solid) • With individual box • Size: 1.5 x 2.5 x 1 (inches) Charge to Regular Fund.	Php 100.00	Php 30,000.00 ✓ vvvvvvvvvvvv THIRTY THOUSAND PESOS ONLY.

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.

Funds Available ₱30,000
 Fund 02-101-2017-02-0142
 Function/Project _____

Recommending Approval:

ARLENE E. CENTENO
 FAD Chief

CECILLE ROSE B. RAMOS
 Accountant III

APPROVED:

RICHARD P. BURGOS
 Director

Work Order Received :

By: _____

Date: _____

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.