



### WORK ORDER

Work Order No.: 16-2021  
 Date : June 15, 2021  
 PR No. : 2021-06-0181

**TANGERINE PRINT SHOP**  
 #79 Pacita St., East Grace Park, Calocan City  
 Telephone No. (02) 8701-7008

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	
	30	pcs	<b>Customized Certificate Holder</b> -Hard board housing -Folder type -Standing-flap -Orientation: Landscape -Design provided by STII	270.00	8,100.00	
Charge to: Regular Fund						Php 8,100.00 vvvvvvvvvvvvvvvvvvv EIGHT THOUSAND ONE HUNDRED 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 02-101-2021-06-0328  
 Fund ₱ 0100-  
 Function/Project SAA - PRAISE

MA. AURORA FE L. DAYANGCO  
 Accountant III

Recommending Approval:

ARLENE E. CENTENO  
 FAD Chief

APPROVED :

RICHARD P. BURGOS  
 Director

Work Order Received :

By: \_\_\_\_\_

Date: \_\_\_\_\_