



Director of Administrative Services
PPMS System Generated
12/20/2025
Time/By: *[Signature]*

Republic of the Philippines
Senate
J O B O R D E R

Requesting Dept./Group: **SENATE PUBLIC ASSISTANCE OFFICE**
P.R. No. **PR-24-12-924**

Job Order No.: **JO-24-12-083**
Date: **18-December-2024**

TO **SENATE EMPLOYEES MULTI-PURPOSE COOPERATIVE**
4F Room 413, Senate of the Philippines, GSIS Building, Diokno
Sts., PICC Complex, Financial Center, Roxas Boulevard, Pasay
City
Contact: 5526601 LOCAL 451185526601 LOCAL 4511
Attention To: **RADELIEN DIVINA LEE**
TIN: **204939381**

Certified Funds Available:

JUDITH C. JEBULAN
Director III, Legislative Accounting Service

Immediately upon receipt of this order, please effect the immediate undertaking of the hereunder described work, to wit;

| Quantity | Unit | Job Order | Unit Price | Total |
|-----------------|-------|---|------------|-----------|
| 30 | PIECE | POLO SHIRT with CUSTOMIZED LOGO (pls. see attached specifications and design) | 600.00 | 18,000.00 |
| 30 | PIECE | POLO JACKET with CUSTOMIZED LOGO (pls. see attached specifications and design) | 1,450.00 | 43,500.00 |
| Nothing Follows | | | | |

RECEIVED
FEB 13 2025
By: *[Signature]* Time: 4:30
Property and Procurement Services

RECEIVED
Senate of the Philippines
Legislative Accounting Service
Date: 2/12/25
By: *[Signature]* Time: 8:00 AM

RECEIVED
Senate of the Philippines
Legislative Accounting Service
Date: 12/27/24
By: *[Signature]* Time: 5:00 PM

RECEIVED
Senate of the Philippines
Legislative Accounting Service
Date: 12/27/24
By: *[Signature]* Time: 5:00 PM

Page 1 of 1
Grand Total: **P61,500.00**
(Total amount in words) **Sixty-One Thousand Five Hundred Pesos Only**

The above award is based from the result of the canvass/bidding conducted by this office in which your offer was considered the lowest and/or with terms most advantageous to the government among the proposals submitted.

It is understood that this project shall not be sub-constructed or sub-leased in parts or in whole without prior approval of this office.

Violation of the above conditions shall be subject to penalties as may be prescribed either in the form of fines or revocation of the Contract/Job Order or both, depending upon the gravity of the violation.

It is understood that the job must be completed **15 working days**

APPROVED BY: *[Signature]*
ATTY. ARNEL JOSE S. BAÑAS
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (24E-12-017) OPENED ON (12/18/24)
[Signature]

RECEIVED
FEB 12 2025
PPMS System Generated 4:29
Time/By: 3:27 pm

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

| | | | |
|------------|---|----------------------|-----------------------------|
| Supplier : | NATIONAL PRINTING OFFICE | P.O. No. : | PO-25-02-013 |
| Address : | EDSA cor. National Printing Office Road, Diliman, Quezon City, Metro Manila | Date : | 10-February-2025 |
| Tel No. : | 09178050356 / 925-2190/925-2184/925-2186/925-2188 | Mode of Procurement: | NP-AGENCY TO AGENCY |
| TIN : | 000-769-754 | Reference P.R. No. : | PR-25-02-048 LCMS |

Attention : **KATHERINE L. GUINTO**
Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.
Gentlemen :
Please furnish this office the following articles subject to the terms and conditions contained herein:

| | | |
|---|-----------------|-----------------------|
| Rm. 401 Property and Procurement Service | Delivery Term : | PICK-UP SYSTEM |
| Place of Delivery : SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY | Payment Term : | Government Terms |
| Date of Delivery : | Warranty : | ---- |

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|-----------|-------|---|----------|-----------|----------|
| 1 | PIECE | GENERAL FORM 105 (Warrant Register) Nothing Follows | 4 | 375.00 | 1,500.00 |

RECEIVED
FEB 12 2025
By: KLCA Time: 8:30
Property and Procurement Services
200-2025-02-00766
02-11-2025

SENATE OF THE PHILIPPINES
RECEIVED
FEB 12 2025
BY: 9 TIME: 14:50
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

Senate of the Philippines
Legislative Accounting Service
RECEIVED
Date: 2/12/25
By: W Time: 9:00 AM

Page 1 of 1
Grand Total: **P1,500.00**
(Total amount in words) One Thousand Five 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 on the undelivered item/s.

| | |
|--|---|
| Conforme: | Very truly yours: |
| Signature over Printed Name of Supplier | ATTY. ARNEL JOSE S. BAÑAS DEPUTY SECRETARY, AFS |
| Date | |
| Fund Cluster: | ORS/BURS No. : |
| Funds Available: | Date of the ORS/BURS: |
| JUDITH C. JEBULAN Director III, Legislative Accounting Service | Amount : |
| Signature over Printed Name of Chief Accountant | |

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Remarks: NOTE: NEGOTIATED PROCUREMENT-AGENCY TO AGENCY
ntomawis
2/10/2025 / 4:34:42PM
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