

Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
REGIONAL HEALTH INSURANCE OFFICE - III  
Health Bldg., Lazatin Blvd., San Agustin,  
City of San Fernando, Pampanga  
Tel. No. (045) 961-4175 loc. 4332 / Fax No. (045) 961-8943

## JOB ORDER

(non-Inventoriable Items)

Supplier: **EMKEI AUTO CENTER**

Address: Lazatin Blvd., Dolores, City of San Fernando, Pampanga

Tel. No.:

Work Order No: **12-011-JO**

Date: February 3, 2012

Term of Payment: 15 days

Mode of Procurement: Local Shopping

Supplier Registered with: \_\_\_\_\_

Office Order No. 0023., s. 2010

Please deliver to this Office within **7 days** from receipts of final proof

NO.	QTY.	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	7	ltr	Motor Oil		1,155.00
	1	pc	Oil Filter		320.00
	1	set	Brake Shoe		1,250.00
	1	pc	Sealer		100.00
	1	pc	Drain Plug		250.00
	2	pc	Fuel Filter		900.00
	3	pc	Fan Belts		750.00
	2	pc	Rubber Stopper		400.00
	1	lot	Change Oil		200.00
			Tune-up		300.00
			Replace Brake Shoe		200.00
			Pull down Crunkcase (For Machine Shop)		1,200.00
			Replace Fan Belt Set		300.00
			Replace Rubber Stopper Front		150.00
			***NOTHING FOLLOWS***		
			RIV # 12-041-R3	TOTAL AMT.	<b>7,475.00</b>

### Conditions:

- The Agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the value of undelivered order for each day of the delay as liquidated damages.
- Render your bills in triplicate copies including the original.
- If the date of receipts of this Job Order (J.O.) by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.
- Delivery shall be made only on MONDAYS to THURSDAYS not later than 3 PM except for emergency cases wherein prior notification in such cases shall be given by this office.

Very truly yours,

**GRACE M. MAMAWAL**

Chief, Management Services Division

<b>Certified Budget Available:</b>	<b>Funds Available in the amount of: P 7,475.00</b>	<b>APPROVED</b>
<p><b>LEONIDAS A. LUMBA</b> Fiscal Controller III</p> <p>Within the COB: _____ Expense Code: _____ Budget: _____ Remarks: _____</p>	<p><b>ANGELITA S. REYES</b> Fiscal Controller IV</p>	<p><b>RODOLFO M. BALOG</b> Vice-President for PhRO III</p>
<p>PHILIPPINE HEALTH INSURANCE CORP-PRO III FINANCE DIV-ACCOUNTING UNIT</p> <p>Received copy of J.O. on _____</p> <p>FEB 08 2012</p> <p>CONFORME: _____ Signature over Printed Name</p>		