



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE-CORDILLERA ADMINISTRATIVE REGION**  
SN Oriental Baguio Traders Building, No. 19 Leonard Wood Road, Baguio City  
Tel. No. (074) 444-9862 / 444-8361 / 446-0371 / 444-5345 (T/F) / Call Center (02) 441-7442  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)



**JOB ORDER**  
(Non-Inventoriable Items)

Supplier: **DiligentMind..Com** Work Order No.: **J-15-049**  
Address: **#43 M. Roxas st., Trancoville, Baguio City** Date: **07-Sep-15**  
Tel.Fax No.: **247-1770/423-0617** Term of Payment: **on account**  
Supplier Registered with: **sv** Mode of Procurement:

Please deliver to this office within **1 day** from receipt hereof the following:

Note: Additional working days to submit for approval of text /sample.

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT
1	1	pc	Tarpaulin printing, 13oz Size 4' x 3' (hcdmd Org Chart)	162.00	162.00
			<b>Total</b>		<b>162.00</b>
			Less: 3% Final Tax 4.86		
			2% EWT 3.24		8.10
			<b>Net of Tax</b>		<b>153.90</b>

Terms & Conditions:

- The agency shall impose penalty in an amount to 1/10 on one (1%) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Job Order (J.O.) by the dealer is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative either through fax or e-mail.
- Delivery of the above item/s shall be made within the prescribed schedules dates. Suppliers are advised inform General Services Unit at least two (2) days before the delivery. Use of elevator shall be from 9:00 AM to and 1:30 PM to 3:00 PM during Mon/Wed/Fri(MWF). All item/s shall be delivered and accepted by the General Services Unit
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
- In case the series of layout/design presented by the supplier does not satisfy the end -user, the Corporation has right to cancel the Job Order (JO).
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

**IMELDA CRISTETA D. VILLAMAR**  
Division Chief, MSD

Certified Budget Available:	Funds Available in the amount of:	Php	162.00	APPROVED:
 <b>LEILA D. TAN</b> Fiscal Controller I/ Budget Officer - Des.	 <b>MARIA LINDA H. GADINGAN</b> Fiscal Controller III			 <b>ELIZABETH S. FERNANDEZ, MD</b> Regional Vice President
With in the COB: <b>2015</b>				
Expense Code: <b>803-00</b>				
Bdget: <b>2015</b>				
Remarks:				
Received copy of J.O. on _____ Date _____				CONFORME:  Signature over Printed Name of Supplier Representative