

Republic of the Philippines  
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

**JOB ORDER**  
(Non - Inventoriable Items)  
OFFICE/DEPARTMENT: PRO 1

Supplier: CJ FERNANDEZ ENTERPRISES INC.  
Address: Lucao District, Dagupan City  
Tel. Fax No.: \_\_\_\_\_  
Supplier Registered with: 000-279-453-006 V

Work Order No.: 22 22  
Date: 6/14/2022

Term of Payment: Charge  
Mode of Procurement: Negotiated Procurement-  
Small Value Procurement

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

NO.	QTY	UNIT	SERVICE DETAILS	UNIT PRICE	TOTAL AMOUNT	
					Labor	Materials
	7	ltrs	Repair and Maintenance of Toyota Innova SLD-690	270.00		1,890.00
	1	pc	Engine Oil	270.00		270.00
	1	set	Oil Filter	2,500.00		2,500.00
			Brake Pads	220.00	220.00	
			Labor for change oil	400.00	400.00	
			Labor for Replacement of brake pads			
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX	TOTAL	620.00	4,660.00
				GRAND TOTAL		5,280.00
			Less: TAX			
			VAT (5%/1.12)			235.71
			PR No. 22-0609-0153 (50213060)			
			Requesting Unit: GSU	Total - Net of Tax		5,044.29

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent 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 schedule dates. Suppliers are advised to inform Procurement Section at least two (2) days before the delivery. Use of elevator shall be from 9:00AM to 11:30 AM and 1:30pm to 3:00PM during Mon/Wed/Fri (MWF).
- All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.
- Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the 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 the 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,

CYNTHIA S. SANTOS

Division Chief IV / MSD Chief

JUN 15 2022

Certified Budget Available:

Funds Available in the amount of: 5,280

JOSE A. MONES  
Fiscal Controller III

EDWARD Q. ESPIRITU  
AO IV / OIC-OFMS Chief

APPROVED:

MARICAR M. ARZADON, M.D.

Medical Director  
Regional Vice President

With in the COB:

Expense Code:

Bdget:

Remarks:

06/2022

50213060

6280

ACC - GSU

Received copy of J.O. on

4/6/22  
Date

CONFORME:

ALMIRA SOTERO

Signature over Printed Name  
of Supplier / Representative

COMMISSION ON AUDIT  
AUDIT TEAM R1-04 (PHIC Group)



JUN 20 2022

RECEIVED BY: