



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, Pangasinan  
Tel. Fax No.: \_\_\_\_\_  
Supplier Registered with: 000-279-453-006 V

Work Order No.: 22\_27  
Date: 7/5/2022  
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
	6	ltrs	Repair and Maintenance of Isuzu Crosswind SAB 4454			
			Engine Oil	270.00		1,620.00
	1	pc	Oil Filter	360.00		360.00
	3	pcs	Fan Belt	850.00		2,550.00
			Labor: replacement of belt	600.00	600.00	
			Labor for change oil	220.00	220.00	
			Labor: clean and check wheel brakes	800.00	800.00	
			XXXXXXXXXXXXXXXXXXXX nothing follows XXXXXXXXXXXXXXXXXXXX	TOTAL	1,620.00	4,530.00
				GRAND TOTAL		6,150.00
			Less: TAX			
			VAT (5%/1.12)			274.55
			PR No. 22-0624-0164 (50213060)			
			Requesting Unit: GSU	Total - Net of Tax		5,875.45

Terms & Conditions:

1. 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.
2. 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.
3. 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).
4. All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.
5. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
6. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
7. 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).
8. 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*  
**CYNTHIA S. SANTOS**  
Division Chief IV / MSD Chief

Certified Budget Available:

Funds Available in the amount of: 6,150

*Jose A. Mones*  
**JOSE A. MONES**  
Fiscal Controller III

*Edward Q. Espiritu*  
**EDWARD Q. ESPIRITU**  
AO IV / OIC-OFMS Chief

With in the COB:

Expense Code:

Bdget:

Remarks:

CY2022

50213060

6150

ARS - GSU

APPROVED:

*Dennis B. Adre*  
**DENNIS B. ADRE**  
Regional Vice President

*Catherin J. Gatdula*  
**CATHERIN J. GATDULA**

CONFORME:

Signature over Printed Name  
of Supplier / Representative

Reviewed copy of J.O. on

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

Date



JUL 26 2022

RECEIVED BY: