Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

POMM-P-007

JOB ORDER
(Non - inventoriable items)
OFFICE/DEPARTMENT: PRO 1

Supplier: CASIANO GAS SERVICE STATION
Address: Brgy.16, San Nicolas, Ilocos Norte
Tel. Fax No.: 781-3344
Supplier Registered with: 168-898-623-002 V

Work Order No.: 23_70
Date: 11/29/2023
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
			Repair and Maintenance of Toyota Innova SFH-812		
			Materials		
	2	gals	Engine Oil	1,820.00	3,640.00
	1	pc	Oil Filter	250.00	250.00
	1	pc	Car Air Freshener	240.00	240.00
				Total - Materials	4,130.00
			Labor		
	1	lot	Change Oil	400.00	400.00
	1	lot	Service Brake	600.00	600.00
				Total - Labor	1,000.00
			xxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxx	TOTAL-L&M	5,130.00
			Less: TAX		
			VAT (5%/1.12)		229.02
			PR No. 23-1124-0341 (50213060)		
			Requesting Unit: LHIO Ilocos Norte	Total - Net of Tax	4,900.98

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).

All item/s shall be delivered and accepted by the Procurement Section at 15th Floor, Room 1503 Citystate Ctr. Bldg. Pasig City.

4. Delivery Receipt and Sales Invoice shall be required for one-time complete delivery of the goods.
5. Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
6. 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).
7. 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 B. SANTOS
Division Chief IV / MSD Chief

Certified Budget Available:

JOSE A. MONES
Fiscal Controller III

Funds Available in the amount of: 5,130

EDWARD Q. ESPIRITU
FC IV / FMS Chief

With in the COB:	2023
Expense Code:	50213060 / 5130.00
Budget:	₱5,130.00
Remarks:	LHIO-IN

APPROVED:

DENNIS B. ADRE
Regional Vice President

NOV 29 2023

By:
JOSEPHINE O. QUITON
Division Chief - PSD

Received copy of J.O. on 12/7/23
Date

CONFORME: Signature over Printed Name of Supplier / Representative

COMMISSION ON AUDIT
AUDIT TEAM R1-04 (PHIC Group)
DEC 07 2023
RECEIVED BY: