



# WORK ORDER

ASAP

Procurement Unit  
Telephone No.: (045) 606-8110 local 157/142

**DELIVERY DUE DATE:** 24 APR 2026

Supplier : **TEKOGRAFIX**  
Address : Blk 7 San Roque, McArthur Highway, Tarlac City  
TIN : 272-024-401-000 Non-VAT  
Tel. No. : 0923-090-1291/0919-082-3004

Work Order No.: 2026-097  
Date : 4/22/2026  
JO No. : 2026-079  
Date: 4/8/2026  
Mode of Procurement : Small Value Procurement (SVP)  
Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on/or before **April 24, 2026** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<p><b>PROCUREMENT OF CUSTOMIZED ACRYLIC MEDALS FOR AWARDING CEREMONY</b></p> <p>Fabrication of Medals for the awarding of The Oracle's Parirala: Literary and Arts Competition</p> <p>Quantity: 30 pieces Size and Materials: (7 cm acrylic medals, transparent, glossy sticker design printed inwards, 1.5 inches wide royal blue-ribbon lace)</p> <p>*****</p>	3,000.00	<u>3,000.00</u>

*In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.*

Conforme:

Very truly yours,

Kimberly Diermas  
Signature over Printed Name of Supplier  
4-23-26  
Date



DR. MAURA CONSOLACION D. CRISTOBAL  
OIC-President  
Authorized Official  
APR 22 2026

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_  
Ryan R. Ronquillo, CPA  
OIC-Budget Officer

ORS/BURS No. : 16-77644-MN-04-1547  
Date of the ORS/BURS: April 23, 2026  
Amount : 7.000.00