



# WORK ORDER

**DELIVERY DUE DATE: 08 NOV 2024**

Procurement Unit  
Tel No.: 045-606-8142

Supplier: **SCP STAMP SALES AND SERVICES**  
Address: 78C. Gen. P. Borromeo St. cor C4 Road, Longos, Malabon City  
TIN: 257-041-442-000 Non-VAT  
Tel. No.: (02) 8774-0975/0948-464-2305/0927-3737-593

Work Order No.: 2024-357  
Date: 11/06/2024  
JO No.: 2024-419  
Date: 10/11/2024  
Mode of Procurement: Small Value  
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **November 8, 2024** 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>LABOR AND MATERIALS: CUSTOMIZED POCKET STAMP</b></p> <p>Token for the Board Exam Passers on the Board Examination for Psychometricians held last August 2024 as reflected on the Testimonial of CASS under College Activity on November 8, 2024 at 5:30P.M. - 5:30 P.M.</p> <p>-77 pieces of Customized Pocket Stamp (Trodat Printy 4910 Self-Inking Stamp, Color black, 3/8" x 1", single line w/ board passer's name, font: Arial) warranty: 6 Months</p> <p>*****</p>	38,500.00	<u>38,500.00</u>

(Please read carefully at the back hereof)

Charge to: 02-206441  
ROA No.: 2024-11-3582  
CONFORME & RECEIVE COPY:

SILVERIO PUGALIS JR.  
**SCP STAMP SALES AND SERVICES**  
Firm/Dealer/Supplier/Contractor  
11/7/24  
Date



FUNDS AVAILABLE:  
JASPER A. YAUDER, CPA  
Budget Officer

Bank Account Name: METROBANK  
Bank Account Number: 084-7-084518847  
Bank Name: SCP STAMP SALES AND SERVICES  
Bank Address: RIZAL AVE, MARIKINA CITY

APPROVED:  
DR. ARNOLD E. VELASCO  
President  
Authorized Officer



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(Please read carefully at the back hereof)

Charge to: 02c-2024M1  
ROA No.: 2024-11-3582  
CONFORME & RECEIVE COPY :

**SCP STAMP SALES AND SERVICES**  
Firm/Dealer/Supplier/Contractor

Date: \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



FUNDS AVAILABLE:

JASPER A. YAUDER, CPA  
Budget Officer

APPROVED:

DR. ARNOLD E. VELASCO  
President  
Authorized Official