



WORK ORDER

DELIVERY DUE DATE: June 1-2, 2025

Procurement Unit

Tel No.: 045-606-8110 local 157/142

Supplier : **RODOLFO MANUEL'S HAPAGKAINAN**
Address : Tarlac McArthur Highway San Roque Tarlac City
TIN : 266-209-213-000
Tel. No. : 0951 957 0576/0912 101 4489

Work Order No.: 2025-098
Date : 5/14/2025
JO No. : 2025-083
Date : 4/14/2025
Mode of Procurement: Small Value
Mode of Payment: n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **June 1-2, 2025** 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	LABOR AND MATERIALS: CATERING SERVICES Catering for LAAB XIII: Campus Journalism Workshop/Seminar on June 1-2, 2025 at Lucinda Campus. • June 1, 2025 -200 pax BREAKFAST: (Tapsilog, Coffee/Hot Choco) -200 pax AM SNACKS: (Palabok and Juice) -200 pax LUNCH: (Creamy Beef and Mushroom, Sipo Egg, Plain Rice, Fruits, Juice) -200 pax PM Snacks: (Cheeseburger, Juice) -200 pax Dinner: (Crispy Kare-Kare, Cordon Bleu, Rice, Water) • June 2, 2025 -200 pax BREAKFAST: (Corned Beef, Bacon, Egg, Garlic rice, Coffee/Hot Choco) -200 pax AM SNACKS: (Clubhouse Sandwich, Juice) -200 pax LUNCH: (Sisig, Pinakbet, Fuits, Juice) -200 pax PM SNACKS: (Carbonara, Juice) *****	209,500.00	<u>209,500.00</u>



(Please read carefully at the back hereof)

Charge to: 02-MC444
ROA No.: 1025-05-1408
CONFORME & RECEIVE COPY:

RODOLFO MANUEL'S HAPAGKAINAN

Firm/Dealer/Supplier/Contractor

5/15/25
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



Tarlac State University
Office of the Student Affairs and Services
Student Development Unit
STUDENT ORGANIZATIONS UNIT

(045) 606-8131

Tarlac State University - Student Development Unit

May 2, 2025

ATTY WILMARK RAMOS
Chairperson
Bids and Awards Committee

Sir:

This is in relation to the Job Order request for the Catering/Food Request of the Student Publication Unit for the event LAAB: Journalism and Literary Workshop and Seminar. Supposedly, the scheduled date of the event will be on May 8-9, 2025. However, the said date covers the policies of our university, which is 2 weeks before the final examination, and all student activities will be temporarily suspended as per the Student Organization Manual.

In line with this, we are requesting from your good office to move the scheduled date of LAAB to June 1 and 2, 2025.

We are hoping for your consideration and positive response regarding this matter. Thank you and God bless.

Sincerely,


DR. GLADIE NATHERINE G. CABANIZAS
Asst. Director for Student Development Services
Head, Student Organization Unit