



WORK ORDER

Procurement Unit

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

DELIVERY DUE DATE: 18 APR 2026

Supplier: **EASTER WEAVING, INC.**
 Address: **#2 Easter Road Guisab, Baguio City**
 TIN: **000-712-734-000**
 Tel. No.: **0920-921-8131/(074) 619-0043/442-4972**

Work Order No.: **2026-063**
 Date: **3/12/2026**
 JO No.: **2026-036**
 Date: **2/18/2026**
 Mode of Procurement: **Small Value Procurement (SVP)**
 Mode of Payment: **n/30**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Thirty (30) calendar days** upon receipt of the Work Order as per quotations 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	PROCUREMENT OF CUSTOMIZED PLACEMAT Customized Placemat Type of Fabric: <i>Woven, with TSU Logo Embroidery</i> Size: 19x12 Color: Assorted Quantity: 280 pieces *****	98,000.00	<u>98,000.00</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 items. 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 events or changes in law, and national government policies.

Conforme:

[Signature]
Virginia T. Doligas
 General Manager
 Easter Weaving, Inc.

Signature over Printed Name of Supplier

19 MARCH 2026
 Date

Very truly yours,

[Signature]
DR. ARNOLD E. VELASCO
 President
 Authorized Official

Fund Cluster: _____

Funds Available: _____

[Signature]
JASPER A. YAUDER, CPA
 Budget Officer

ORS/BURS No.: **92-207512-0026-03-0036**

Date of the ORS/BURS: **17 MAR 2026**

Amount: **89,000.00**



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Conforme:

Very truly yours,

Signature over Printed Name of Supplier

DR. ARNOLD E. VELASCO

President

Authorized Official

Date

Fund Cluster : _____

Funds Available : _____

JASPER A. YAUDER, CPA
 Budget Officer

ORS/BURS No. : 02-207512-2026-03-0036

Date of the ORS/BURS: 17 March 2026

Amount : ₱98,000