



# WORK ORDER

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

**DELIVERY DUE DATE:** 06 DEC 2025

Supplier : **OLIVER CASTILLO KITCHEN**  
Address : Romulo Blvd., Tarlac City  
TIN : 248-158-422-001 Non-VAT  
Tel. No. : 0939-718-9191

Work Order No.: 2025-263  
Date : 12/4/2025  
JO No. : 2025-305  
Date: 11/25/2025  
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 on **December 6, 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	<p><b>PROCUREMENT OF CATERING SERVICES FOR YEAR-END PARTY 2025</b></p> <p>Catering Services for 230 pax, Including Buffet Set-Up, Waiters, Tables and Chairs and Styling for the Year End Party on December 6, 2025, at TSU Gymnasium at 5:00PM onwards.</p> <p><b>MENU:</b></p> <ul style="list-style-type: none"> <li>• RICE</li> <li>• SUGPO/ALIGUE</li> <li>• CHICKEN CASSEROLE</li> <li>• KARE-KARE OXTAIL</li> <li>• LUMPIANG HUBAD</li> <li>• PORK BBQ SPARERIBS</li> <li>• FRUIT SALAD</li> <li>• ICED TEA</li> <li>• OVERFLOWING SERVICE WATER</li> </ul> <p><b>INCLUSIONS:</b></p> <ul style="list-style-type: none"> <li>• TABLES AND CHAIRS, TABLECLOTH, TABLE NAPKIN, CHAIR COVER, UTENSILS, BUFFET SET-UP, WAITERS AND MAXIMUM 4 HOURS OF SERVICE.</li> </ul> <p><b>STYLING:</b></p> <ul style="list-style-type: none"> <li>• STAGE</li> <li>• BACKDROP SET-UP</li> <li>• ENTRANCE</li> <li>• TABLE SET UP</li> <li>• CENTER PIECE</li> </ul> <p>*****</p>	153,500.00	<u>153,500.00</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:

*Charity P. Fernandez*

Signature over Printed Name of Supplier

12/5/25

Date

Very truly yours,

*DEC ARNOLD E. VELASCO*  
President

Authorized Official

DEC 05 2025

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

JASPER A. YAUDER, CPA  
Budget Officer

ORS/BURS No. : 02-206441-2025-12-3035

Date of the ORS/BURS: 04 DEC 2025

Amount : ₱ 153500