



# WORK ORDER

ASAP

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

**DELIVERY DUE DATE:** 24 FEB 2026

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

Work Order No.: 2026-047 ✓  
Date : 2/24/2026 ✓  
JO No. : 2026-035 ✓  
Date: 2/13/2026 ✓  
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 on **February 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 CATERING, EVENT STYLING, AND EVENT MANAGEMENT SERVICES FOR TSU-SOL TESTIMONIAL DINNER</b></p> <p>TSU SOL Testimonial Dinner ✓ Date and Time: February 24, 2026, 5:00 PM to 10:00 PM ✓ Venue: Tarlac City Multipurpose Hall ✓</p> <p>Scope of Work:  <ul style="list-style-type: none"> <li>• Full Coordination and Events Management ✓</li> <li>• Event Styling including Tiffany Chairs, Cocktail Tables, Trusses, and overall venue setup ✓</li> <li>• Catering Services for 250 pax including buffet setup ✓</li> <li>• Lights and Sounds System ✓</li> <li>• Video Same-Day Edit (SDE) ✓</li> <li>• Photo Coverage (Soft Copies) ✓</li> <li>• Mobile Bar Setup ✓</li> <li>• Grazing Table Setup ✓</li> <li>• Service provider must be based within Tarlac City ✓</li> </ul> </p> <p>*****</p>	369,750.00 ✓	<b>369,750.00</b>

*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 events or changes in law, and national government policies.*

Conforme:

W/F  
CHARITY FERNANDEZ  
Signature over Printed Name of Supplier  
2-24-26  
Date



Very Truly yours,  
DR. ARNOLD E. VELASCO  
President  
Authorized Official

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_  
JASPER A. YAUDER, CPA  
Budget Officer

ORS/BURS No. : 92-10641-1026-02-0256  
Date of the ORS/BURS: FEB 24, 2026  
Amount : 369,750.00