



COMMISSION ON AUDIT
Regional Office No. V
Rawis, Legazpi City

COMMISSION ON AUDIT
Audit Team R5-06, Audit Group NGS 3-B
RECEIVED
11-14-2018
By: [Signature] Time: 9:50am

JOB ORDER

Supplier: HOTEL ST. ELLIS	J.O. No.	2018-10-182
	Date:	10/30/2018
Address: Rizal Street, Legazpi Port District, Legazpi City	P.R. No.	2018-10-284
TIN:	Mode of Procurement:	Small Value Procurement

Sir/Madam:
Your services are hereby contracted to provide:
Provision for Venue and Catering Services (2 snacks & 1 lunch) for the Trainer's Training on Barangay Financial Management scheduled on November 5, 6 & 7, 2018.
Details of which are as follows:

November 5, 6 & 7, 2018		
Participants	100 pax @ 400.00/pax	120,000.00
TOTAL		120,000.00

- Amenities/Terms for the venue**
- Free use of LCD Projector
 - Free use of good sound system
 - Free use of microphones
 - Free use of podium
 - Free use of whiteboard with whiteboard markers
 - With tarpaulins indicating the conference as backdrop
 - With 1 pc Philippine Flag
 - With Registration table
 - provision of Generator Set
 - venue must be equipped with an airconditioning unit with sufficient cooling capacity for large number of occupants
- Amenities/Terms for the catering**
- To provide chairs w/ seat covers & tables with cloth
 - To provide 2 units of water dispenser
 - Free flowing coffee
 - Sufficient utensils, plates and other wares
 - Service crew with proper uniform and hair net
 - Assistance of well-trained waiters and catering personnel
 - Preferably assisted buffet
 - Ensure cleanliness before & after meals

In consideration of the above, you shall be paid the total amount of: **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (P 120,000.00)**

DELIVERY PERIOD: November 5, 6 & 7, 2018

In case there is failure to complete the services contracted within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. Further, we reserve the right to reject and return at your expenses any delivery/ies not specified in this order.

Very truly yours,
[Signature]
ROLAND A. REY
Director IV
Regional Director

CONFORME:
[Signature]
Balasto

(Signature over Printed Name of Supplier)

10/31

(Date)

Fund Cluster: Business Type Income
Funds Available: ₱ 120,000.00

[Signature]
JANETTE L. INFELIZ
Accountant IV
Regional Accountant
JE-Seminars

ORS/BURS No. 18 10 006 4
Date of the ORS/BURS: 10/30/2018
Amount: ₱ 120,000.00