Date:

**JOB ORDER**

**Project Title:**

**Purpose:**

You are now hereby advised to start the work immediately upon receipt hereof this Job Order.

APPROVED:

School Head

**ACCEPTED:**

|  |  |  |
| --- | --- | --- |
| Name | Rate per day | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**JOB ORDER**

To: **100 ISLANDS PRINTSHOP CO.**

Marcos Avenue, Poblacion, Alaminos City, Pangasinan

Job Order No.:

Date Issued:**cember5, 2011\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requisition No.:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DELIVER AND COLLECT PAYMENT FROM: Terms: Working Days  **ALAMINOS CITY DIVISION**  **Alaminos City, Pangasinan** | | | | | |
| **ITEM NO.** | **QTY.** | **UNIT** | **ARTICLES/DESCRIPTION** | **UNIT PRICE** | **TOTAL PRICE** |
|  | 1 | Roll/pc | Tarpaulin, 4x6 | 360.00 | 360.00 |
|  | 1 | Roll/pc | Tarpaulin, 4x8 | 480.00 | 480.00 |
|  | 1 | Roll/pc | Tarpaulin, 3x5 | 225.00 | 225.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **TOTAL** |  | **1,065.00** |

FUNDS AVAILABLE:

**NELSON R. NACAR CPA**

Accountant III

APPROVED:

School Head

Received job order and hold myself binding to the conditions stipulated in the description above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature over Printed Name*

*Authorize Representative*

**JOB ORDER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Designation | Rate/Day | Period of Employment | | Funding Charges | Office Assignment | Acknowledgment |
| From | To |
|  | Utility |  |  |  | MOOE |  |  |

The said Job Order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of the above - named can be terminated when the expiration of his job order take effect for lack of funds or when his services are no longer needed. The above - named hereby attest that he is not related within the third degree (fourth in case of LGUs) of consanguinity or affinity to the 1) hiring authority and/or 2) representatives of the hiring agency; that he is not been previously dismissed from the government service by reason of administrative offense; and or that he has not already reached the compulsory retirement age of sixty - five. Furthermore, the service rendered hereunder is not considered or will never be accredited as government service.

Recommending Approval:

*School Head*

**NELSON R. NACAR**

*Accountant III*

Approved:

**LORNA G. BUGAYONG PhD, CESO VI**

*Schools Division Superintendent*