

Republic of the Philippines  
 NATIONAL CONCILIATION AND MEDIATION BOARD  
 Department of Labor and Employment  
 Quezon City

JO/WO No. 002-16  
 Date: February 24, 2016

**WORK REQUEST/JOB ORDER**

**ACCOUNT OF :**  
 NATIONAL CONCILIATION AND MEDIATION BOARD  
**TO:**  
**TYRE PRO BANAWE INC.**  
 No. 2 Sta Rosa Cor. Banawe Sts. Quezon City  
 Phone # 416-0646/364-3220 Fax No. 410-2224

Received by: Case  
 Date: 03/02/16  
 Office of the Auditor  
 NCMB-DOLE

**DELIVERY TERM :** Within seven (07) working days after conforming with Job Order.

**SIR:**  
 Please deliver within seven (07) working days.

ITEM NO.	DESCRIPTION OF WORK	UNIT COST	TOTAL COST
	<b>A.) SUPPLY AND INSTALLATION OF BRAND NEW TIRES FOR TOYOTA INNOVA (SHU-961)</b>		
	- Goodyear Assurance Duraplus		
	- free mounting and balancing		
	- 205/65 R15 size		
	- @P4,250.00/piece x 4 pcs.	4,250.00	PHP 17,000.00
	- Camber Alignment		1,400.00
			7,470.00
	<b>B.) TUNE UP AND CHANGE OIL (SHU-961)</b>		
	- change motor oil (6 ltrs. Fully synthetic)		
	- change oil filter, air cleaner		
	- change 4 pcs. Spark plugs		
	VAT Inclusive		
(Total amount in Words) TWENTY FIVE THOUSAND EIGHT HUNDRED SEVENTY PESOS ONLY			<b>PHP 25,870.00</b>

**NOTE:** DELAY in the delivery of the above item/s is subject to penalty of one-tenth (1/10) of one percentage of the total value of this order to each day of delay

**RECEIVED JOB ORDER:**

MR. MARVIN PALISOC 3/2/16  
 Supplier/ Date

Time/date Work Started \_\_\_\_\_ Inspected by/ Released by \_\_\_\_\_

**FUNDS AVAILABLE:**

MELCHOR P. INALDO JR.  
 Accountant III  
 A.A./S.A.A. No. \_\_\_\_\_  
 Obligation No. 0110102014-02-00071  
 Account No. \_\_\_\_\_  
 Balance after this Obligation \_\_\_\_\_

**APPROVED:**

Shirley M. Pascual  
**SHIRLEY M. PASCUAL**  
 OIC-Executive Director IV