



Republic of the Philippines

DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300 | TeleFax No. 7354979

PURCHASE ORDER NO. 2018-225

Supplier: GBR-GEN General Merchandise	Date: December 17, 2018
Address: 1034-A Mindoro Street, Sampaloc, Manila	Mode of Procurement: Small Value Procurement
TIN:	

Gentlemen:
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III	Delivery Term: Within 20 working days upon receipt of Purchase Order
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	pcs	Supply and Delivery of Batteries for Various Offices 3SMF Battery (AS-GSD)	2	₱ 8,000.00	₱ 16,000.00
	pc	2SMF Battery (OAADC)	1	₱ 6,760.00	₱ 6,760.00

(Total Amount In Words)
Twenty Two Thousand Seven Hundred Sixty Pesos ₱ 22,760.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,
 Conforme: PERFECTO SUMAGANG
 Signature over Printed Name of Supplier
 12/20/2018
 Date
 THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service
 Authorized Official
 (Representing End User)

Funds Availability Certified by: <u>ESPERANZA Q. IGNACIO</u> Chief Accountant	OS No : 021011012018/12.2948 Amount : ₱ 22,760.00 Date : 12/18/18
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Distribution of Copies:
 / / Original copy for the Supplier's Conformance
 / / Agency's Central Supply and Property Section for file
 / / COA Auditor

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.

2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.

3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.

5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:



AWARDEE

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this _____ day of _____, 2018, personally appeared _____ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a _____ consisting of _____ () pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this _____ day of _____, 2018

Doc No _____:

Page No _____:

Book No _____:

Series of 2018.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

December 17, 2018

Mr. Priscillo Sumagpang
1034-A Mindoro Street,
Sampaloc, Manila

Dear **Mr. Sumagpang**:

Per attached Purchase Order No. 2018-225, we hereby notify you that your Office may proceed with the delivery of the project "*Supply and Delivery of Batteries for Various Offices*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service **MAD**



Conforme / Date

12/20/2018



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

December 17, 2018

Mr. Priscillo Sumagpang
1034-A Mindoro Street,
Sampaloc, Manila

Dear **Mr. Sumagpang**:


We are pleased to inform you that the project "*Supply and Delivery of Batteries for Various Offices*", is hereby awarded to your company in the amount of Twenty Two Thousand Seven Hundred Sixty Pesos (P 22,760.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service MAD

 12/20/2018
Conforme / Date



Republic of the Philippines
Department of Budget and Management (DBM)
Office of the Secretary, Central Office
PURCHASE ORDER

Supplier: GBR-GEN GENERAL MERCHANDISE INC. **PO No.:** 01-06001-PO-2018-12-00003
Address: General Solano Street San Miguel Manila, 1005 **PO Date:** December 17, 2018
TIN: eNGAS0021700 **Bank Name:**
Tel.No.: 657-3300 **Bank/Branch:**
Fax No.: **Bank A/C No.:**
Mode of Procurement: Small Value Procurement **Account Type:**
Month: December **PR No.:** 01-06001-PR-2018-12-00011
Fund Cluster: 01 - Regular Agency Fund
Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: 10 working days upon receipt of the PO

Payment Terms: 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	CHANGE BATTERY FOR THE SERVICE VEHICLE OF ASEC. CASTILLO	1.00	6,760.00	6,760.00
2	Piece	Battery, 3smf	2.00	8,000.00	16,000.00
Total				P	22,760.00

(Total Amount in Words) **TWENTY TWO THOUSAND SEVEN HUNDRED SIXTY PESOS AND 00/100**

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Marco David

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

Designation

Delivery Schedule

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	CHANGE BATTERY FOR THE SERVICE VEHICLE OF ASEC. CASTILLO	12/01/2018	12/31/2018		1.00
2	Battery, 3smf	12/01/2018	12/31/2018		2.00



Republic of the Philippines
 Department of Budget and Management (DBM)
 Office of the Secretary, Central Office
PURCHASE REQUEST

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2018-12-00031

Date: December 17, 2018

Month: December

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	075	DBM-General Services Division	Battery, 3smf	2.00	8,000.00	16,000.00

Total P 16,000.00

Amount In Words ****SIXTEEN THOUSAND PESOS AND 00/100****

Description For the replacement of Battery for Generator set of Bldg. I

Requested By:	Approved By:
Signature : _____	_____
Printed Name : ARGEE M. STA. BARBARA	_____
Designation : OIC-Chief Administrative Officer	_____



Republic of the Philippines
Department of Budget and Management (DBM)
Office of the Secretary, Central Office
PURCHASE REQUEST

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2018-12-00011

Date: December 07, 2018

Month: December

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Lot	031	DBM-Office Asec-Budget Policy & Strategy Group	CHANGE BATTERY FOR THE SERVICE VEHICLE OF ASEC. CASTILLO	1.00	7,000.00	7,000.00

For approval ✓
17 Dec 2018

Total P 7,000.00

Amount In Words **SEVEN THOUSAND PESOS AND 00/100**

Description CHANGE BATTERY FOR THE SERVICE VEHICLE OF ASEC. CASTILLO

Requested By:	Approved By:
Signature : _____	_____
Printed Name : _____	_____
Designation : _____	_____

AMELITA CASTILLO
Assistant Secretary

ABSTRACT OF QUOTATIONS

Project Title: Supply and Delivery of Batteries for Various Offices

ABC: 23,200

Date: December 14, 2018


Qty	Item/Description		GBR-GEN General Merchandise 806-1451 715-4130		Offered Specifications	1 Stop Battery Shop Inc. 251-2279		Valueplus Auto Service Inc. 413-8888		St. Mark Auto Supply 371-5429 371-5439	
	Unit	Particulars	Unit	Total		Unit	Total	Unit	Total	Unit	Total
2	pcs	3SMF Battery	₱ 8,000.00	₱ 16,000.00	3SMF Battery	₱ 8,100.00	₱ 16,200.00	₱ 8,251.00	₱ 16,502.00	₱ 8,300.00	₱ 16,600.00
1	pcs	2SMF Battery	₱ 6,760.00	₱ 6,760.00	2SMF Battery	₱ 7,000.00	₱ 7,000.00	₱ 6,931.00	₱ 6,931.00	₱ 6,900.00	₱ 6,900.00
Total Price				₱ 22,760.00			₱ 23,200.00		₱ 23,433.00		₱ 23,500.00
Ranking				1			2		3		4
Remarks			GBR-GEN General Merchandise, having the lowest responsive quotation, considered as the awardee.								

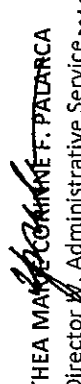
Prepared by:

Reviewed by:

Approved by:


MARCO A. DAVID
 Administrative Officer II


JOYCE D. LABAO
 OIC-Chief Administrative Officer, PMD


THEA M. PALANCA
 Director, Administrative Service, MAP



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12/04/2018

Date

REQUEST FOR PRICE QUOTATION

Company

GBR-GEN General Merchandise

Tel. No. 806-1451 | 715-4130

Fax No.

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Battery 3SMF	₱ 8,000.00	₱ 16,000.00
1	pcs	Battery 2SMF	₱ 6,760.00	₱ 6,760.00

Total: ₱ 22,760.00

Very truly yours,


JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Priscillo Sumagpang

Printed name & Signature

Sales Manager

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through saturation. Please see attached.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12-4-18
Date

REQUEST FOR PRICE QUOTATION

Company

~~GER-GEN GENERAL MDSL~~
~~124-A MINDORO ST SAMPALOC MANILA~~
~~TEL. NO. 808-14-51 715-41-30~~
Tel. No. _____
Fax No. _____

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

2	pcs	Battery 3SMF } <i>MERULITE</i>	P <u>8,000-</u>	P <u>16,000-</u>
3	pcs	Battery 2SMF } <i>LEAD</i>	P <u>6,760-</u>	P <u>20,280-</u>

Total: P 36,280-

Very truly yours,

JOYCE D. LABAO

OIC Chief Administrative Officer, PMD

Quoted by:

Priscilla Sumintang

Printed name & Signature

Salcedo Raxafer

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12/05/2018

Date

REQUEST FOR PRICE QUOTATION

Company

1 Stop Battery Shop Inc.

Tel. No. 251-2279

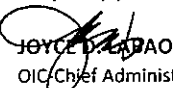
Fax No.

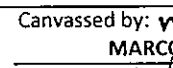
Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
2	pcs	Battery 3SMF	₱ 8,100.00	₱ 16,200.00
1	pcs	Battery 2SMF	₱ 7,000.00	₱ 7,000.00

Total: ₱ 23,200.00

Very truly yours,


JOYCE D. LABAO
OIC-Chief Administrative Officer, PMD

Canvassed by: 
MARCO A. DAVID
Printed name & Signature
Administrative Officer II
Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979
email: mdavid@dbm.gov.ph

Quoted by:

Rose Tahutan

Printed name & Signature
Manager

Position/Title

Remarks:

Quotation obtained through
saturation. Please see attached.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

Dec. 5 / 2018
Date

REQUEST FOR PRICE QUOTATION

Company

1 store Battery Shop Inc.
73 Emerson Cor. P. Reyes St - Ave.
Quezon City
Tel. No. (02) - 2279
Fax No. _____

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

2	pcs	Battery 3SMF. <u>matula gold</u>	P <u>8,100.00</u>	P <u>16,200.00</u>
3	pcs	Battery 2SMF. <u>matula gold</u>	P <u>7,000.00</u>	P <u>21,000.00</u>

Total: P 37,200.00

Very truly yours,

JOYCEL B. L. BAO
O/C-Chief Administrative Officer, PMD

Quoted by:

ROSE TAHUTAN
Printed name & Signature
MANAGER
Position/Title

Canvassed by:

MARCO A. DAVID
Printed name & Signature
Administrative Officer II
Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979
email: mdavid@dbm.gov.ph

Remarks:



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12/03/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Valueplus Auto Services
Philippines Inc.

Tel. No. 413-8888

Fax No.

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

2	pcs	Battery 3SMF	₱ 8,251.00	₱ 16,502.00
1	pcs	Battery 2SMF	₱ 6,931.00	₱ 6,931.00

Total: ₱ 23,433.00

Very truly yours,

JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Aristotle Agustin

Printed name & Signature

Fleet Specialist

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through email
confirmed still valid.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12/05/2018

Date

REQUEST FOR PRICE QUOTATION

Company

St. Mark Auto Supply

Tel. No. 371-5429 | 371-5439

Fax No.

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

2	pcs	Battery 3SMF	₱ 8,300.00	₱ 16,600.00
1	pcs	Battery 2SMF	₱ 6,900.00	₱ 6,900.00

Total: ₱ 23,500.00

Very truly yours,


JOYCE B. ALARCON
OIC-Chief Administrative Officer, PMD

Quoted by:

Rodolfo Ong

Printed name & Signature

Sales Manager

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through
saturation. Please see attached.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Malacañang, Manila

12/15/18 -
Date

REQUEST FOR PRICE QUOTATION

Company

St. Mark Auto Supply
49 Roxwell Ave, Pasig City

Tel. No. 371-84-29 / 3718439

Fax No.

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

2	pcs	Battery 3SMF	P 8,300 -	P 16,600 -
3	pcs	Battery 2SMF	P 6,900	P 20,700 -

Total: P 37,300 -

Very truly yours,

JOYCE D. LABAD

OIC-Chief Administrative Officer, PMD

Quoted by:

Rodolfo L. Ong
Printed name & Signature
Manager
Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Republic of the Philippines
Department of Budget and Management
Administrative Service
Malacanang, Manila

REQUEST FOR PRE-INSPECTION

Date: NOV. 26, 2018

May I request for the pre-inspection of MOTOLITE
BATTERY, Model No. 3SMF
Serial No. NFDZL, and with Prop. No. D31L
to determine defects/extent of damage and which needs
immediate repair/replacement of spare parts.

ENGR. XRGEE SJA. BARBARA
(Print Name and Sign)

XS-GSD
DBM Requesting Unit

C E R T I F I C A T I O N

This is to certify that I have checked/verified the defect/s of the above-mentioned equipment and therefore, recommend the following:

1. For pull-out due to major repair required.
2. For replacement of defective ~~pull-out~~ spare part as indicated in the RIV.
3. For minor repair/cleaning only.
4. For extensive check-up/verification by accredited Technician/Repairman.
5. For further testing/trial-run.
- ⑥ Others (specify) FOR REPLACEMENT OF 2 PCS. MOTOLITE BATTERY FOR BLDG. 1 GETNET, DUE TO LIFESPAN EXPIRATION.

Ref:
Approved R.I.V.

ALBERTO Y. INAMANGUA
Technician/Repairman
NOV. 26, 2018
Date and Time

REPUBLIC OF THE PHILIPPINES
 Department of Budget and Management
 General Solano Street, San Miguel, Manila

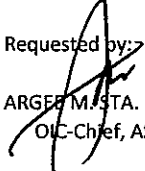
REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
 Division/Unit : General Services Division
 Office : Administrative Service
 Requisition

Fund Cluster :
 Responsibility Center Code :
 RIS No. :

Stock No.	Unit	Description	Quantity	Stock Available?		Issue Quantity	Remarks
				Yes	No		
	pcs	Motolite 3SMF, Battery	2		-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		
					-		

Purpose: for replacement for bldg 1 GenSet

Signature : 
 Printed Name : ARGEN M. STA. BARBARA
 Designation : OIC-Chief, AS-GSD
 Date :

Approved by: THEA MARIE CORRINE F. PALARCA
 Director IV, AS

Issued by: Received by:



**DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
JOB REQUEST FORM**

JRF No: 1808337

Date: Nov. 26, 2018

REQUESTING OFFICE: AS- GSD

NATURE OF REQUEST:

- | | |
|---|--|
| <input type="checkbox"/> Carpentry/ Masonry/ Painting | <input type="checkbox"/> Airconditioning Unit |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Telephone | <input checked="" type="checkbox"/> Others <u>GENZET</u> |

PARTICULARS (attach additional sheet/s and/or drawing/s if necessary):

REPLACEMENT OF MOTOLIFE BATTERY

Requested by:

[Signature]
Administrative Officer

PROCESSING DETAILS: (for GSD use only)

To be filled by Bldg and Grounds Supervisor/GSD Division Chief

To be filled by the lead maintenance personnel:

- Pending Served Denied

Attending GSD Personnel:

Lead: LCE

Assisted by:

MAYO V. P.

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of mats				
TOTAL PROCESSING DAYS:				

REMARKS:

REPLACEMENT OF 2 POS. BATTERY DUE TO LIFE SPAN EXPIRATION.

ACCEPTED/ACKNOWLEDGED BY:

The requested job was accomplished on _____ (mm/dd/yy)

[Signature]
Administrative Officer
(Signature Over Printed Name and Date)

PURCHASE REQUEST

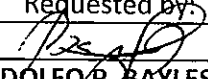
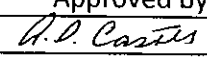
Department of Budget and Management

Agency

Department: DBM PR No.: 18-774 gn Date: _____
 Section: ASSISTANT SECRETARY CASTILLO SAI No.: _____ Date: _____

Stock No.	Unit lot	Item Description	Quantity	Unit Cost	Total Cost
		Battery	1		
					P7000

Purpose: Service vehicle of Asec. Castillo

	Requested by:	Approved by:
Signature:		
Printed Name:	RODOLFO P. BAYLES JR.	AMELITA D. CASTILLO
Designation	ADMINISTRATIVE AIDE IV	ASSISTANT SECRETARY
Date:	<u>DECEMBER 7, 2018</u>	



Republic of the Philippines
 Department of Budget and Management (DBM)
 Office of the Secretary, Central Office
PURCHASE REQUEST

12-00131

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR No.: 01-06001-PR-2018-11-00056

Date: November 26, 2018

Month: November

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Piece	075	DBM-General Services Division	Battery, 3smf	1.00	6,000.00	6,000.00

OK done
FOR RETURN
Transitioned: 17 Dec
12/17/18
5021306001

Total P 6,000.00

Amount In Words ****SIX THOUSAND PESOS AND 00/100****

Description For the replacement of Battery for Generator set of Bldg. 1

Requested By: Signature : _____ Printed Name : ARGEE M. STA. BARBARA Designation : OIC-Chief Administrative Officer	Approved By: _____ _____ _____
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