



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300

**PURCHASE ORDER NO. 2019-054**

Supplier: <b>Union Motor Corporation</b>	Date: <b>May 6, 2019</b>
Address: <b>1760 Dra. Paz Guanzon Street, Paco, Manila</b>	Mode of Procurement: <b>Small Value Procurement</b>
TIN:	

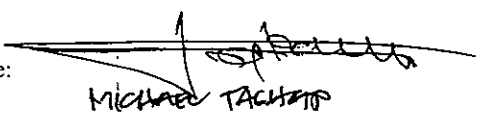
Gentlemen:  
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:


Place of Delivery: <b>DBM Building III</b>	Delivery Term: <b>Fifteen (15) working days upon receipt of Purchase Order (P.O.)</b>
Date of Delivery: <b>Fifteen (15) working days upon receipt of Purchase Order (P.O.)</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

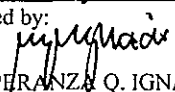
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	1	P 26,093.00	P 26,093.00

(Total Amount In Words)  
**Twenty Six Thousand Ninety Three Pesos** P 26,093.00

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.

Conforme:   
Signature over Printed Name of Supplier  
Date: **MAY 07 2019**

Very truly yours,  
  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service MAD  
Authorized Official  
(Representing End User)

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <b>02101012019-05-118</b> Amount : <b>26,093-</b> Date : <b>5/6/19</b>
--	--

Distribution of Copies:  
/ / Original copy for the Supplier's Conforme  
/ / 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: \_\_\_\_\_

  
MAY 07 2019  
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 \_\_\_\_\_, 2019, 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 \_\_\_\_\_, 2019

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2019.



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

**NOTICE TO PROCEED**

May 06, 2019

Mr. Michael Taghap  
Union Motor Corporation  
1760 Dra. Paz Guanzon Street  
Paco, Manila

Dear Mr. Taghap:


Per attached Purchase Order No. 2019-054, we hereby notify you that your Office may proceed with the delivery of the project "70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023," 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 AND

  
MAY 07 2019  
Conforme / Date



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

**NOTICE OF AWARD**

May 06, 2019

Mr. Michael Taghap  
Union Motor Corporation  
1760 Dra. Paz Guanzon Street  
Paco, Manila

Dear Mr. Taghap:


We are pleased to inform you that the Project, "70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023," is hereby awarded to your company in the amount of Twenty Six Thousand Ninety Three Pesos (Php26,093.00)

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

  
MAY 07 2019  
Conforme / Date



**ABSTRACT OF QUOTATIONS**


Project Title: 70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023  
 ABC: 28,000  
 Date: May 3, 2019

Item/Description		Union Motor Corporation 562-7208		Offered Specifications		DCT Holdings and Motors Services Corporation 362-5599   330-8901 to 05		Various Suppliers	
Qty	Unit	Unit	Total	Unit	Total	Unit	Total	Unit	Total
1	lot	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	P 26,093.00	P 26,093.00	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	P 33,100.00	P 33,100.00	Mitsubishi Makati - service@citimotors.com Mitsubishi Makati - tsd@peakabadsantos.ph Mitsubishi Makati - warrantycitimotorsmakati@yahoo.com Mitsubishi Quezon Avenue - dmcqa@yahoo.com Mitsubishi Abad Santos - peakjas.service@gmail.com Mitsubishi Abad Santos - jasaftersales@peakabadsantos.ph Mitsubishi Abad Santos - jsese@peakabadsantos.ph	
<b>Total Price</b>			<b>P 26,093.00</b>				<b>P 33,100.00</b>		
<b>Ranking</b>			1				2		
<b>Remarks</b>		Invited suppliers through email but no submission							

Prepared by:

**MARCO A. DAVID**  
 Administrative Officer II

Reviewed by:

  
**JOY D. LABAO**  
 OIC/Chief Administrative Officer, PMD

Approved by:

  
**THEA MARIE CORINNE F. PALARCA**  
 Director IV, Administrative Service M&D

Union Motor Corporation, having the lowest calculated responsive quotation, considered as the awardee.



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

May 3, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

Union Motor Corporation

1760 Dra. Paz Guanzon Street,

Paco, Manila

Tel. No. 562-7208

Fax No.

Email [servicereception@union-motor.com.ph](mailto:servicereception@union-motor.com.ph)

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	P 26,093.00	P 26,093.00
			<b>Total:</b>	<b>P 26,093.00</b>

Very truly yours,

*Joyce D. Labao*  
JOYCE D. LABAO

OIC-Chief Administrative Officer, PMD

Quoted by:

Michael Taghap

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

*Marco A. David*  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

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

email: [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

Remarks:

Quotation obtained through email.

Please see attached.

**UNION MOTORS CORPORATION**

1760 DRA. PAZ GUANZON ST., PACO. MANILA

Tel #: 562-7208/ 708-0848

**REPAIR ESTIMATE**

**Customer:** DEPARTMENT OF BUDGET  
**Make:** MITS.                      **Type:**  
**Plate #:** ABE1023

**Date:** 03-May-19  
**Model:** MONTERO

Repairs to be done	Parts	Labor	Materials
PERFORM 70T PMS CHECK UP		1,758.00	
OIL FILTER ASSY	1,260.00		
DRAIN PLUG WASHER	58.00		
ENGINE OIL (TURBO XP)			4,631.00
ENGINE FLUSHING			1,995.00
FUEL TREATMENT			630.00
CLEANING MATERIALS			210.00
RAGS			27.00
SAND PAPER			21.00
BRAKE SQUEAL			630.00
BRAKE CLEANER			336.00
ENGINE DETAILING			767.00
PERFORM / ANTI BACK		1,260.00	
REPLACE REAR BRAKE SHOE	4,200.00	2,310.00	
REPLACE ATERNATOR BELT	3,200.00	2,000.00	
REPLACE AIRCON BELT	800.00		

<b>Cost of Parts:</b>	9,518.00
<b>Cost of Labor:</b>	7,328.00
<b>Cost of Materials:</b>	9,247.00

**Total Estimate Cost:**                      26,093.00

**Estimated by:**

CONFIRMÉ:

MARCO A. DAVID  
 Procurement Management Division





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

May 03, 2019

Date

REQUEST FOR PRICE QUOTATION

Company

DCT Holdings and Motors

Services Corporation

1150 EDSA cor Oliveros Dr, Balintawak QC

Tel. No. 362-5399 || 330-8901 to 05

Fax No. 330-5434

Email [haraos@dctholdings.com.ph](mailto:haraos@dctholdings.com.ph)

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

Quantity	Unit	Item/s	Unit Price	Total Price
1	lot	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	P 33,100.00	P 33,100.00
			<b>Total:</b>	<b>P 33,100.00</b>

Very truly yours,

*Joyce D. Labao*  
JOYCE D. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

Hydie Araos

Printed name & Signature

Service Advisor

Position/Title

Canvassed by:

*Marco A. David*  
MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

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

email: [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

Remarks:

Quotation obtained through email.

Please see attached.

# DCT HOLDINGS & MOTORS SERVICES CORP.

1150 EDSA Cor. Oliveros Dr., Balintawak Q.C.

Tel = 362-5399; 3308901 - 05; Fax = 3305434

## REPAIR ESTIMATE

Customer: DEPT OF BLDGET & MNGT      Date: 03-May-19  
Make: MITSUBISHI      Type:      Model: MONTERO  
Plate #: ABE1023

Repairs to be done	Parts	Labor	Materials
PERFORM 70,000KMS CHECK UP		1,900.00	
EGR CLEANING		3,800.00	
BRAKE SHOE	7,800.00	2,000.00	315.00
AC BELT	720.00	480.00	
ALTERNATOR BELT	1,400.00	480.00	
OIL FILTER	1,145.00		
ENGINE OIL			4,650.00
RAGS/WASHER			120.00
CLEAN BRAKES/TIRE ROTATE			1,200.00
ENGINE FLUSHING			1,260.00
ANTIBACTERIAL			1,260.00
FUEL TREATMENT			1,260.00
CLEANING MATERIALS			1,330.00
ENGINE DETAILING/UNDERWASH			1,400.00
NITROGEN AIR			580.00

Cost of Parts: 11,065.00

Cost of Labor: 8,660.00

Cost of Materials: 13,375.00

ESTIMATED BY: HYDIE  
0997-1898268

**Total Estimated Cost:      Php33,100.00**



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

April 30, 2019

Date

**REQUEST FOR PRICE QUOTATION**

Company

Various Suppliers

Tel. No.

Fax No.

Email

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

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

1	lot	70,000 km Check-up and Replacement of Defective Parts for Mitsubishi Montero ABE 1023	P -	P -
---	-----	---	-----	-----

**Total:** P -

Very truly yours,

**JOYCE D. LABAO**

OIC-Chief Administrative Officer, PMD

Quoted by:

Various Suppliers

Printed name & Signature

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:

Invited suppliers through email  
but no submission.



## Request for Quotation

MARCO A. DAVID <mdavid@dbm.gov.ph>

Tue, Apr 30, 2019 at 2:17 PM

Bcc: Heidi Araos <haraos@dctholdings.com.ph>, "Citimotors Inc. Makati" <service@citimotors.com>, Jet Paggao <dmcqa@yahoo.com>, Michael Taghap <umc.brpservice@gmail.com>, Ronnen Ordones <peakjas.service@gmail.com>, Union Motors Corporation <michaeltaghap@yahoo.com>, jasaftersales@peakabadsantos.ph, Jhe Sese <jsese@peakabadsantos.ph>, Technical Service Department <tsd@citimotors.com>, warrantycitimotorsmakati@yahoo.com, Janica Reyes <jreyes@peakabadsantos.ph>, Michael Taghap <servicereception@union-motor.com.ph>, mit\_parts@yahoo.com

Greetings!

May I request for quotation on the following:

### 70,000 km Check-up for Mitsubishi Montero ABE 1023

Model: 2014

Engine number: 4D56UCFH8383

Chassis number: MMBGRKG40ED025462

### **Scope of Work (including Parts, Labors, and Materials):**

- 70,000 km Check-up
- Oil Filter Assembly
- Drain Plug Washer
- Engine Oil
- Engine Flushing
- Fuel Treatment
- Cleaning Materials
- Rags
- Sandpaper
- Brake Squeal
- Brake Cleaner
- Engine Detailing
- Anti-back
- Replacement of All Belts and Timing Belt
- Replacement of Brake Shoe

Thank you,

--



### **Marco A. David**

Public Servant

Procurement Management Division

Department of Budget and Management

General Solano St., San Miguel, Malacañang, Manila

Trunkline: 657-3300 local 3115

Mobile: Smart - 0999-8733-136 || Globe - 0997-5222-524

Website: www.dbm.gov.ph

Email: mdavid@dbm.gov.ph || davidmarcodbm@gmail.com

# PURCHASE REQUEST

Department of Budget and Management  
Agency

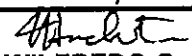
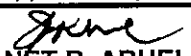
Department: Office of Undersecretary Abuel  
Section: \_\_\_\_\_

PR No: **190184**  
SAI No: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

<i>Requisition</i>				<i>Issuance</i>	
Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
		70,000 k.m. check-up of Mitsubishi Montero with Plate No. ABE 1023		45,000.00	45,000.00
				Total	<b>45,000.00</b>

*Purpose:* For preventive maintenance service of official vehicle assigned to Undersecretary Janet B. Abuel


	<i>Requested by:</i>	<i>Approved by:</i>
Signature Printed Name Designation	 <b>WILFREDO G. ANCHETA</b> Administrative Aide V	 <b>JANET B. ABUEL</b> Officer-in-Charge, DBM

Department of Budget and Management

RECEIVED

APR 30 2019

PROCUREMENT DIVISION

BY:  CONTROL NO. \_\_\_\_\_

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

**REQUISITION AND ISSUE SLIP**

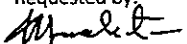
Entity Name : Department of Budget and Management  
 Division/Unit :  
 Office : Office of Usec. Abuel

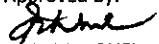
Fund Cluster :  
 Responsibility Center Code :  
 RIS No. : AS

Requisition  
 Stock No. Unit Description QTY Yes No Stock Available? Issue QTY Remarks  
 Stock No. Unit Description Quantity Yes No Quantity Remarks

Stock No.	Unit	Description	QTY	Yes	No	Stock Available?	Issue	QTY	Remarks
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Quantity	Remarks	
		70,000 k.m. Check-up for Mitsubishi				-			
		Montero with Plate No. ABE 1023				-			
						-			
						-			
						-			
						-			
						-			
						-			

Purpose: For preventive maintenance service of official vehicle assigned to Undersecretary Janet B. Abuel

Signature :   
 Printed Name : WILFREDO G. ANCHETA  
 Designation : Administrative Aide V

Approved by:   
 JANET B. ABUEL  
 Undersecretary

Issued by:

Received by:  
 WILFREDO G. ANCHETA  
 Administrative Aide V



DEPARTMENT OF BUDGET AND MANAGEMENT  
PRE-INSPECTION REPORT

04-30-19-192

Date 04/30/2019 Vehicle / Plate No. Mit. Montero ABE 1023  
Requisitioning Office/Dept. OSEC- OIC Atty. Abuel

Nature and Scope of Last Repair , if any :  
Last Engine check-up, Sept. 10, 2018

Complaints/Defects :  
Timing Belt, Brake shoe and all belts plus 70K check up

Parts /components to be Repaired / Replaced:  
All Belts including timing belt and change Oil

FINDINGS / OBSERVATIONS:  
For maintenance

  
ROBERT B. MARASIGAN  
Property Inspector

Date : April 30, 2019









**ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)**

Name of Payee: UNION MOTOR CORPORATION

Title of Project: 70,000 KM CHECK-UP FOR AND REPLACEMENT OF DEFECTIVE PARTS FOR MITSUBISHI

Contract Cost: 26,093

MONTHLY A/B/E 16/23

**CHECKLIST OF DOCUMENTS**

**REMARKS**

Checklist of documents forwarded to Finance Service for:

**A. FUNDING (OBLIGATION AND CAF)**

1.	<input checked="" type="checkbox"/>	Purchase Request/ APP	19-169
2.	<input checked="" type="checkbox"/>	Pre-Inspection Report	
3.	<input type="checkbox"/>	Obligation Request and Status	
4.	<input checked="" type="checkbox"/>	Eligibility Documents of Suppliers	
5.	<input checked="" type="checkbox"/>	Purchase Order/Contract	19-054
6.	<input checked="" type="checkbox"/>	Request for Price Quotation	
7.	<input checked="" type="checkbox"/>	Abstract of Quotation	
8.	<input checked="" type="checkbox"/>	Notice of Award	
9.	<input checked="" type="checkbox"/>	Notice to Proceed	
10.	<input checked="" type="checkbox"/>	Distribution List	
11.	<input checked="" type="checkbox"/>	Other Documents, if any.	

Received checked items:

*[Signature]*

*[Signature]*

*Print Name & Signature*

*Date and Time*

**B. PROCESSING OF PAYMENT (DV)**

1.	<input type="checkbox"/>	Obligation Request and Status	
3.	<input type="checkbox"/>	Pre-Inspection Report	
4.	<input type="checkbox"/>	Inspection and Acceptance Report	
5.	<input type="checkbox"/>	Delivery Receipt	
6.	<input type="checkbox"/>	Sales Invoice/Statement of Account	
7.	<input type="checkbox"/>	Warranty/Guaranty Certificate	
8.	<input type="checkbox"/>	Purchase Request / APP	
9.	<input type="checkbox"/>	Purchase Order/Contract	
10.	<input type="checkbox"/>	Request for Price Quotation	
11.	<input type="checkbox"/>	Abstract of Quotation	
12.	<input type="checkbox"/>	Notice of Award	
13.	<input type="checkbox"/>	Notice to Proceed	
14.	<input type="checkbox"/>	Distribution List	
15.	<input type="checkbox"/>	Certificate of Acceptance from End-user	
16.	<input type="checkbox"/>	R/SMI (Report of Supplies and Materials Issued)	
17.	<input type="checkbox"/>	RIS (Requisition and Issue Slip)	
18.	<input type="checkbox"/>	ICS (Inventory Custodian Slip)	
19.	<input type="checkbox"/>	PAR (Property Acknowledgement Receipt)	
20.	<input type="checkbox"/>	WMR (Waste Material Report)	
21.	<input type="checkbox"/>	Other Documents, if any.	

Received checked items:

*Print Name & Signature*

*Date and Time*

**C. ADDITIONAL DOCUMENTS, if any**

Received checked items:

*Print Name & Signature*

*Date and Time*