



Republic of the Philippines  
 Department of Justice  
**BUREAU OF CORRECTIONS**  
**SAN RAMON PRISON AND PENAL FARM**  
 Brgy. Talisayan, Zamboanga City 7000



**NOTICE TO PROCEED**

**The Manager**  
**DENNIS HARDWARE ENTERPRISES INC**  
 Zamboanga City

Sir/ Ma'am,

Based on the approved **Purchase Order No. /Contract No. 2024-12-05** dated 26 DEC 2024 (Copy Attached), Notice to Proceed is hereby given to **DENNIS HARDWARE ENTERPRISES INC** for the procurement of **SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS FOR RENOVATION OF OFFICER'S LOUNGE FOR THE ENHANCEMENT OF FACILITY SLATED AS GUESTS QUARTERS** of San Ramon Prison and Penal Farm (SRPPF), Zamboanga City, thru **NEGOTIATED PROCUREMENT- TWO-FAILED BIDDINGS** effective upon receipt of this notice.

You are responsible for performing the services under the Terms and Conditions of Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one (1) copy and return the other to the BUREAU OF CORRECTIONS, San Ramon Prison and Penal Farm, Zamboanga City.

Very truly yours,

**C/SSUPT DAISY SEVILLA- CASTILLOTE**  
 Acting Superintendent/  
 Head of Procuring Entity (HoPE)

I acknowledge receipt of this notice.

  
 Signature over Printed Name  
 Date: F 12-25



991-7240 / 991-7241  
[srppfctos@bucor.gov.ph](mailto:srppfctos@bucor.gov.ph) / [srppfadmin@bucor.gov.ph](mailto:srppfadmin@bucor.gov.ph)



**PURCHASE ORDER**  
 BUREAU OF CORRECTIONS  
 SAN RAMON PRISON AND PENAL FARM  
 Agency

<b>Supplier :</b> DENNIS HARDWARE ENTERPRISES, INC.	<b>P. O. No.</b> 2024- 12-025
<b>Address:</b> ZAMBOANGA CITY	<b>Date:</b> 26-Dec-24
<b>TIN :</b>	<b>Mode of Procurement</b> NEGOTIATED PROCUREMENT

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



<b>Place of Delivery :</b> SRPPF	<b>Delivery Term:</b> DILIVER
<b>Date of Delivery :</b> 5 Days upon receipt of P. O.	<b>Payment Term:</b> Upon completion of Delivery

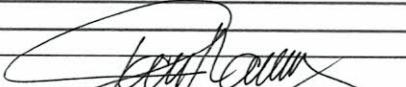
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>LOT-1</b>					
1	bags	Portland Cement type 1	736	260.00	191,360.00
2	length	Deformed bar 16mm dia.	390	675.00	263,250.00
3	length	Deformed bar 10mm dia.	640	223.50	143,040.00
4	roll	Tie Wire #16 (25kgs/roll)	5	2,750.00	13,750.00
5	unit	Heavy duty Concrete bagger mixer	1	46,000.00	46,000.00
6	unit	Heavy duty bagger mixer engine 7.5Hp	1	29,000.00	29,000.00
7	length	C-channel 2" x 4" x 6mm thck	2	1,825.00	3,650.00
8	length	Angle bar 2 x 2 x 5mm thck	10	1,600.00	16,000.00
9	pcs	Cut off disc 14" dia.	23	400.00	9,200.00
10	length	Deformed bar 12mm dia.	30	315.00	9,450.00
11	length	Deformed bar 9mm dia	49	110.00	5,390.00
12	pcs	Metal Furring 1" x 2" x 0.4mm thck	82	130.00	10,660.00
13	boxes	Blind Rivets 1/8" x 1/2" (500pcs/box)	10	345.00	3,450.00
14	unit	Hand Riveter	4	595.00	2,380.00
15	pcs	Framing Screw dry wall fine thread 1 1/2"	2000	1.50	3,000.00
16	length	Tubular 1" x 1" x 1.5mm thck	10	400.00	4,000.00
17	pcs	Fiber Cement board 3.5mm thck	50	625.00	31,250.00
18	length	Angle bar 2 x 2 x 5mm thck	35	1,400.00	49,000.00
19	length	Tubular 2 x 6 x 8mm thck	4	1,850.00	7,400.00
20	length	Tubular 3 x 3 x 1.5mm thck	2	1,653.00	3,306.00
21	length	Tubular 2 x 2 x 1.5mm thck	6	945.00	5,670.00
22	length	Tubular 1 x 2 x 1.5mm thck	40	450.00	18,000.00
23	packs	Tek screw 2" (100pcs/pack)	15	225.00	3,375.00
24	lit	Vulcaseal	5	650.00	3,250.00
25	length	Tubular 2 x 6 x 1.5mm thck	10	2,225.00	22,250.00
26	length	c-purlins 2 x 4 x 1.5mm thck	48	550.00	26,400.00
27	boxes	Welding Electrode E6012 (2.5kgs/box)	10	2,800.00	28,000.00
28	gal	Concrete neutralizer	10	765.00	7,650.00
29	bags	Skim Coat	10	550.00	5,500.00
30	box	Solvent paint epoxy Primer	4	5,500.00	22,000.00
31	box	Solvent paint gloss white	4	5,200.00	20,800.00
32	box	Solvent paint enamel brown	4	4,800.00	19,200.00
33	gal	Solvent paint wood stain	6	825.00	4,950.00
34	box	Solvent paint Reducer	3	4,750.00	14,250.00
35	gal	Solvent paint Red oxide	6	900.00	5,400.00
36	gal	Solvent paint Thinner	5	750.00	3,750.00
37	pcs	Paint Roller 9"	8	150.00	1,200.00
38	pcs	Baby Roller 4"	8	25.00	200.00
39	pcs	Paint Brush 2"	13	40.00	520.00
40	liter	Body Filler with Hardener	5	425.00	2,125.00
					1,059,026.00

Page 1 of 6

**(Total Amount in Words)**

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

Conforme:  DENNIS HARDWARE ENTERPRISES, INC. Signature over Printed name of Supplier 1-6-25 Date	Very truly yours.  C/SSUPT DAISY SEVILA CASTILLOTE Acting Superintendent Signature over Printed Name of Authorized Official Date
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<b>Fund Cluster :</b> <b>Fund Available:</b>  CO2 Philip Ian G Ramirez Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	<b>ORS/BURS No.</b> <b>Date of the ORS/BURS:</b> <b>Amount:</b>
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<b>Supplier :</b> DENNIS HARDWARE ENTERPRISES, INC.	<b>P. O. No.</b> 2024- 12-025
<b>Address:</b> ZAMBOANGA	<b>Date:</b> 26-Dec-24
<b>TIN :</b>	<b>Mode of Procurement</b> NEGOTIATED PROCUREMENT

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

<b>Place of Delivery :</b> SRPPF	<b>Delivery Term:</b> DELIVER
<b>Date of Delivery :</b> 5 Days upon receipt of P. O.	<b>Payment Term:</b> Upon completion of Delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
41	roll	Fiber tape	8	135.00	1,080.00
42	roll	Poly tape	10	70.00	700.00
43	pair	Putty Knife big	5	195.00	975.00
44	pcs	Sand Paper #120	50	30.00	1,500.00
45	pcs	Sand Paper #80	50	30.00	1,500.00
46	pcs	Phenolic board 4'x8'x3/4" thck	40	1,600.00	64,000.00
47	boxes	C.W nail 4" (25kgs/box)	5	2,000.00	10,000.00
48	boxes	C.W nail 3" (25kgs/box)	5	2,000.00	10,000.00
49	boxes	C.W nail 2" (25kgs/box)	3	1,950.00	5,850.00
50	boxes	Concrete nail 4"	1	2,700.00	2,700.00
51	pcs	Coco Lumber 2"x4"x12'	200	300.00	60,000.00
52	pcs	Coco Lumber 2"x3"x12'	150	240.00	36,000.00
53	pcs	Coco Lumber 2"x2"x12'	150	150.00	22,500.00
sub-total					<b>216,805.00</b>
<b>LOT-2</b>					
54	pcs	Poly wood PVC panel walnut 12.5mm x 169mm x 2.85mm	30	580.00	17,400.00
55	pcs	PVC Panel walnut 7.5mm x 250mm x 2.95m	220	360.00	79,200.00
56	pcs	End cap pvc molding walnut 2.95m	110	200.00	22,000.00
sub-total					<b>118,600.00</b>
<b>LOT-3</b>					
57	sq.m	Fixed Tempered glass 8mm thck	76.3	2,900.00	221,270.00
58	set	Swing door Tempered glass 1mx2.1mx 8mm thck with door handle	1	5,500.00	5,500.00
59	set	Sliding door 1.5m x 2.1m x 8mm thck	1	6,500.00	6,500.00
60	set	Sliding door 1.0m x 2.1m x 8mm thck	1	5,500.00	5,500.00
61	set	Sliding windows 1.2mx 2m	2	5,500.00	11,000.00
62	set	Awning type window 0.5m x 0.5m	7	2,000.00	14,000.00
63	set	fixed window 1m x 2.10m	1	4,500.00	4,500.00
64	set	Awning type window 0.5m x 1.2m	2	3,500.00	7,000.00
sub-total					<b>275,270.00</b>
<b>LOT - 4</b>					
65	pcs	Pre-painted long span roof 0.5mm thck x 11.92m	11	5,364.00	59,004.00
66	pcs	Pre-painted long span roof 0.5mm thck x 6.30m	2	2,835.00	5,670.00
67	pcs	Pre-painted long span roof 0.5mm thck x 8.0m	1	3,600.00	3,600.00
68	roll	Insolation foam double sided 5mm thck (100m/roll)	2	2,500.00	5,000.00
sub-total					<b>73,274.00</b>


Page 2 of 6

**(Total Amount in Words)**

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Conforme:  
  
 DENNIS HARDWARE ENTERPRISES, INC.  
 Signature over Printed name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours.  
  
**C/SSUPT DAISY SEVILLA-CASTILLOTE**  
 Acting Superintendent  
 Signature over Printed Name of Authorized Official  
 \_\_\_\_\_  
 Date

**Fund Cluster :** \_\_\_\_\_  
**Fund Available:** \_\_\_\_\_  
  
**CO2 Philip Ian G Ramirez**  
 Signature over Printed Name of Chief Accountant/Head of  
 Accounting Division/Unit

**ORS/BURS No.** \_\_\_\_\_  
**Date of the ORS/BURS:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

Supplier : DENNIS HARDWARE ENTERPRISES, INC.  
 Address: ZAMBOANGA /  
 P. O. No. 2024- 12-025  
 Date 26-Dec-24  
 Mode of Procurement NEGOTIATED PROCUREMENT  
 TIN :


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


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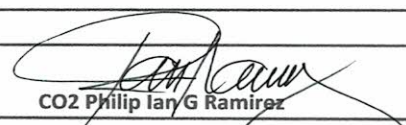
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
69	pcs	Fascia cover 0.50mm thck x 10" x 8'	21	475.00	9,975.00
70	pcs	Gable End flashing 0.5mm thck x 18" x 8'	16	445.00	7,120.00
71	pcs	Tekscrew 2" (100pcs/pack)	15	250.00	3,750.00
72	lit	Vulcaseal	5	650.00	3,250.00
73	length	Tubular 2 x 6 x 1.5mm thck	10	2,200.00	22,000.00
74	length	c-purlins 2 x 4 x 1.5mm thck	48	550.00	26,400.00
sub-total					<b>145,769.00</b>
<b>LOT- 5</b>					
75	pcs	Granite floor tile 0.60 x 0.60 gloss	330	200.00	66,000.00
76	pcs	Granite floor tile 0.60 x 0.60 gray with design	45	200.00	9,000.00
77	pcs	Floor tiles for stair 60 x 60 smooth less	45	200.00	9,000.00
78	pcs	Granite slab 0.60 x 3.0m	2	7,490.00	14,980.00
79	pcs	Outdoor floor tiles 20 x 100cm	100	150.00	15,000.00
80	pcs	Wall tile 0.30 x 0.60 white	190	90.00	17,100.00
81	kgs	Grout cement (color varies)	10	185.00	1,850.00
sub-total					<b>132,930.00</b>
<b>LOT- 6</b>					
82	set	Heater with Shower	1	4,500.00	4,500.00
83	units	Heavy duty door lock set	2	1,950.00	3,900.00
84	sets	Water Closet complete fixtures with lavatory	3	4,500.00	13,500.00
85	set	Kitchen Sink complete fixtures	2	3,450.00	6,900.00
86	set	Water fauset Stainless	2	1,450.00	2,900.00
87	set	Water tank stainless 1000L	1	12,500.00	12,500.00
88	set	Pressure tank stainless and 1 Hp water pump with complete fixtures	1	15,000.00	15,000.00
89	set	Split type 1.5hP Aircon single phase 230V	2	40,000.00	80,000.00
90	set	Split type 2Hp Aircon single phase 230V	1	43,500.00	43,500.00
sub-toal					<b>182,700.00</b>
<b>LOT-7</b>					
91	sets	Wooden door 0.80 x 2.10m	3	4,500.00	13,500.00
92	sets	Panel door 0.70 x 2.10m	4	2,500.00	10,000.00
93	pcs	Marine Plywood 4'x8'x3/4" thck	15	1,500.00	22,500.00
94	lot	Cabinet handle (base on actual)	1	1,500.00	1,500.00
95	sets	Door knob stainless	12	1,250.00	15,000.00
96	sets	Door hinges stainless 2" x 4"	10	795.00	7,950.00
97	boxes	C.w nail 2" (25kg/box)	1	1,950.00	1,950.00
98	boxes	Finishing nail 2" (25kg/box)	1	1,870.00	1,870.00
sub-total					<b>74,270.00</b>

(Total Amount in Words)

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Conforme:   
 DENNIS HARDWARE ENTERPRISES, INC.  
 Signature over Printed name of Supplier  
 Date: 12-25-24

Very truly yours.   
 C/SSUPT DAISY SEMILLA-CASTILLOTE  
 Acting Superintendent  
 Signature over Printed Name of Authorized Official  
 Date:

Fund Cluster :  
 Fund Available:   
 CO2 Philip Iary G Ramirez  
 Signature over Printed Name of Chief Accountant/Head of  
 Accounting Division/Unit

ORS/BURS No.:  
 Date of the ORS/BURS:  
 Amount:

Supplier : DENNIS HARDWARE ENTERPRISES, INC. P. O. No. 2024- 12-025  
 Address: ZAMBOANGA Date 26-Dec-24  
 Mode of Procurement NEGOTIATED PROCUREMENT  
 TIN :

Gentlemen:  
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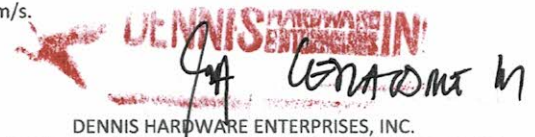
Place of Delivery : SRPPF Delivery Term: DELIVER  
 Date of Delivery : 5 Days upon receipt of P. O. Payment Term: Upon completion of Delivery

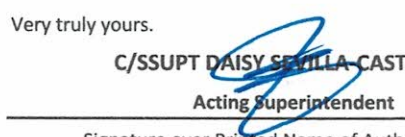
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
LOT- 8					
99	length	PPR pipe 1" dia	15	850.00	12,750.00
100	pcs	PPR elbow 1" dia 90 deg.	10	150.00	1,500.00
101	pcs	PPR Elbow reducer 90 deg. 1" x 1/2" dia.	3	180.00	540.00
102	pcs	PPR Tee 1" dia.	6	150.00	900.00
103	pcs	PPR Tee reducer 1"x 1/2" dia.	3	180.00	540.00
104	pcs	PPR Gate valve 1" dia.	1	700.00	700.00
105		PPR Gate valve 1/2" dia.	3	500.00	1,500.00
106	pcs	PPR Coupling 1" dia.	10	100.00	1,000.00
107	pcs	PPR Coupling reducer 1" x 1/2" dia.	5	150.00	750.00
108	roll	Teflon big 1"	5	50.00	250.00
109	unit	Fusion machine	1	2,500.00	2,500.00
110	unit	Saddle clamp 2" x 1" dia.	1	500.00	500.00
111	length	Pvc pipe S1000 4" dia.	10	850.00	8,500.00
112	length	Pvc pipe S1000 3" dia.	5	650.00	3,250.00
113	length	Pvc pipe S1000 2" dia.	10	450.00	4,500.00
114	pcs	Pvc Elbow 4" x 90 deg.	10	280.00	2,800.00
115	pcs	Pvc Elbow 3" x 90 deg.	8	150.00	1,200.00
116	pcs	Pvc elbow 2" x 90 deg.	10	150.00	1,500.00
117	pcs	Pvc Elbow 4" x 45 deg.	4	250.00	1,000.00
118	pcs	Pvc Elbow 3" x 45 deg.	4	150.00	600.00
119	pcs	Pvc elbow 2" x 45 deg.	6	150.00	900.00
120	pcs	Pvc coupling 4" deg	6	280.00	1,680.00
121	pcs	Pvc coupling 3" deg	6	150.00	900.00
122	pcs	Pvc coupling 2" deg	6	150.00	900.00
123	pcs	Pvc Tee 4" dia.	5	280.00	1,400.00
124	pcs	Pvc Tee 3" dia.	5	150.00	750.00
125	pcs	Pvc Tee 2" dia.	5	145.00	725.00
126	pcs	Pvc Tee Reducer 4" x 2" dia.	4	280.00	1,120.00
127	pcs	Pvc Tee Reducer 4" x 3" dia.	3	280.00	840.00
128	pcs	Pvc wye 4" dia.	4	280.00	1,120.00
129	pcs	Pvc wye 3" dia.	3	150.00	450.00
130	pcs	Pvc wye 2" dia.	3	130.00	390.00
131	pcs	Clean out 4" dia.	4	275.00	1,100.00
132	can	Solvent cement big	5	200.00	1,000.00
				sub-total	<b>60,055.00</b>


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(Total Amount in Words)

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Conforme:   
 DENNIS HARDWARE ENTERPRISES, INC.  
 Signature over Printed name of Supplier  
 Date: Dec 25

Very truly yours.  
  
 C/SSUPT DAISY SEVILLA CASTILLOTE  
 Acting Superintendent  
 Signature over Printed Name of Authorized Official  
 Date

Fund Cluster :  
 Fund Available:   
 CO2 Philip Ian G Ramirez  
 Signature over Printed Name of Chief Accountant/Head of  
 Accounting Division/Unit

ORS/BURS No.  
 Date of the ORS/BURS:  
 Amount:

Supplier : <u>DENNIS HARDWARE ENTERPRISES, INC.</u>	P. O. No. <u>2024- 12-025</u>
Address: <u>ZAMBOANGA</u>	Date <u>26-Dec-24</u>
TIN :	Mode of Procurement <u>NEGOTIATED PROCUREMENT</u>

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Date of Delivery : <u>5 Days upon receipt of P. O.</u>	Payment Term: <u>Upon completion of Delivery</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>LOT- 9</b>					
133	length	1/2" PVC electrical pipe 10 ft	75	105.00	7,875.00
134	pcs	1/2" PVC Elbow 90 degree (short elbow)	40	20.00	800.00
135	rolls	1/2" PVC Flexible Hose 50mtrs/roll	10	750.00	7,500.00
136	pcs	1/2" flexible hose connector	100	20.00	2,000.00
137	pc	1/2" PVC Male Adaptor with locknut	70	25.00	1,750.00
138	length	1" PVC electrical pipe 10 ft	25	200.00	5,000.00
139	pcs	1" PVC Male Adaptor with locknut	15	45.00	675.00
140	pcs	1" PVC Elbow 90 degree (short elbow)	15	60.00	900.00
141	pc	1 & 1/2" Entrance Cap	1	195.00	195.00
142	length	1 & 1/2" PVC electrical pipe 10 ft	5	325.00	1,625.00
143	pcs	Junction box hexagonal with cover	25	75.00	1,875.00
144	pcs	Junction box square with cover	30	90.00	2,700.00
145	pcs	Utility Box	80	75.00	6,000.00
146	pcs	Aircon Outlet	5	215.00	1,075.00
147	pcs	2 Gang Convenience Outlet	35	215.00	7,525.00
148	pcs	9 watts Led downlight round	50	400.00	20,000.00
149	pcs	3 watts Led downlight square	15	300.00	4,500.00
150	pcs	15 watts Led downlight square	15	310.00	4,650.00
151	pcs	8 watts Led cylindrical Wall Lamp waterproof	12	450.00	5,400.00
152	mtrs	Copper wire 30 mm sq. THW	30	280.00	8,400.00
153	bx	Copper wire 8.0 mm sq. THW	1	11,500.00	11,500.00
154	bxs	Copper wire 5.5 mm sq. THW	2	6,500.00	13,000.00
155	bxs	Copper wire 3.5 mm sq. THW	2	4,555.60	9,111.20
156	bxs	Copper wire 2.0 mm sq. THW	5	3,500.00	17,500.00
157	rolls	Electrical Tape	20	45.00	900.00
158	pck	100pcs-Cable Ties or Wire Straps Nylon Heavy Duty	5	150.00	750.00
159	SET	set Panel Board 2 Pole, 20 Branches Bolt-on Type with grounding terminals With Center Main MCB-125A,200AF,2P,60Hz,240V Bolt-on Type CB Branches 7-15A,2P,240V,60Hz, Bolt-on type CB 3-20A,2P,240V,60Hz, Bolt-on type CB 5-30A,2P,240V,60Hz, Bolt-on type CB 2-40A,2P,240V,60Hz, Bolt-on type CB Manual Transfer Switch 125 A,2P,600V	1	33,450.00	33,450.00
160	pcs	Secondary Bracket with Spool Insulator	3	285.00	855.00
161	pcs	Expansion Bolt 5/8	2	164.00	328.00
162	pcs	Machine Bolt 5/8 x 6"	2	185.00	370.00
					178,209.20

(Total Amount in Words)

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--	--

Fund Cluster : _____ Fund Available: _____  <b>CO2 Philip Ian G Ramirez</b> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. _____ Date of the ORS/BURS: _____ Amount: _____
--	--

Supplier : DENNIS HARDWARE ENTERPRISES, INC.  
 Address: ZAMBOANGA  
 TIN : \_\_\_\_\_

P. O. No. 2024- 12-025  
 Date 26-Dec-24  
 Mode of Procurement NEGOTIATED PROCUREMENT

Gentlemen:  
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 Delivery Term: DILIVER  
 Payment Term: Upon completion of Delivery


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount	
163	pcs	1 Gang Switch Flash Type	4	175.00	700.00	
164	pcs	2 Gang Switch Flash Type	2	185.00	370.00	
165	pcs	3 Gang Switch Flash Type	11	200.00	2,200.00	
166	pcs	3-way switch	2	350.00	700.00	
167	sets	LED twin head Emergency light	4	2,250.00	9,000.00	
168	mtrs	Led Strip Light (warm white)	40	180.00	7,200.00	
169	mtrs	Duplex wire #2	80	190.00	15,200.00	
XXXXXXXXXXXXXXXXXXXX					35,370.00	
					sub-total	213,579.20
					<b>GRAND TOTAL</b>	<b>2,479,004.20</b>


FOR THE RENOVATION OF OFFICER'S LOUNGE FOR THE ENHANCEMENT OF FACILITY SLATED AS GUESTS QUARTERS AT SRPPF

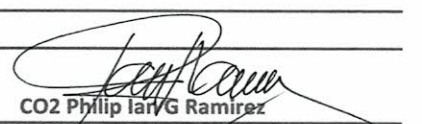
Page 6 of 6

(Total Amount in Words) TWO MILLION FOUR HUNDRED SEVENTY NINE THOUSAND FOUR PESOS AND 20/100 ONLY 2,479,004.20

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

Conforme:   
 DENNIS HARDWARE ENTERPRISES, INC.  
 Signature over Printed name of Supplier  
 Date: 12-25

Very truly yours.   
 C/SSUPT DAISY SEVILLA-CASTILLOTE  
 Acting Superintendent  
 Signature over Printed Name of Authorized Official  
 Date: \_\_\_\_\_

Fund Cluster : \_\_\_\_\_  
 Fund Available: \_\_\_\_\_  
  
 CO2 Philip IarVG Ramirez  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_