



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NATIONAL HEADQUARTERS  
 NBP Reservation, Muntinlupa City, Philippines, 1776



**NOTICE TO PROCEED**

**JOSELITO BELANDREZ**  
 BELANDREZ AIRCON & REFRIGERATION SERVICES  
 B3 L31 Phase 1A, 1<sup>st</sup> Ave. Cithomes Subd. Molino 4 Bacoor, Cavite

Dear **Mr. Belandrez**:

Based on the approved Purchase Order No. 25-12-105 (copy attached), notice is hereby given to Belandrez Aircon & Refrigeration Services to commence on the Supply, Delivery and Installation of Copper Tube & Thermal Insulation of the ACU at the Office of the Director General effective upon receipt of this notice.


You are responsible for performing the services under the terms and conditions of the 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 copy and return the other to the **BUREAU OF CORRECTIONS**.

Very truly yours,

  
**GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.), CESE, CCLH**  
 Director General

I acknowledge receipt of this notice.

  
 Joselito Belandrez  
 Belandrez Aircon & Refrtigeration Services  
 Date Received Jan 28 2026

Office of the Director General



ODG-2026-09566



Telephone Num. +63-8809-8073  
 www.bucor.gov.ph | odg@bucor.gov.ph



# PURCHASE ORDER

Bureau of Corrections

Entity Name

Supplier : <b>BELANDREZ AIRCON &amp; REFRIGERATION SERVICES</b>	P.O. No. : 25-12-105
Address : B3 L31 Phase 1A, 1st Ave. Cithomes Subd. Molino 4 Bacoor, Cavite	Date : December 9, 2025
TIN : 204-087-204	Mode of Procurement : NEGOTIATED (53.2)

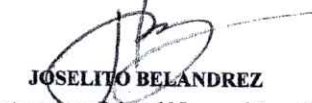
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery : Directorate for Logistics, Muntinlupa City	Delivery Term : _____
Date of Delivery : 15 calendar days upon receipt of NTP/P.O.	Payment Terms : _____

Stock Property No.	Unit	Description	Qty.	Unit Cost	Amount
	set	Unit 1			
		Replacement & Installation of Copper Tube and Thermal Insulation of the 2.5HP Split Type Inverter AC (Brand : Everest )			
		* First 10 feet	1		11,500.00
		* Excess Pipe (php 550/foot)	27	550.00	14,850.00
	set	Unit 2			
		Replacement & Installation of Copper Tube and Thermal Insulation of the 2.5HP Split Type Inverter AC (Brand : Everest )			
		* First 10 feet	1		11,500.00
		* Excess Pipe (php 550/foot)	39	550.00	21,450.00
		For the use at the Office of Director General.			vvvvvvvvvvvvvvvvvv
					<b>Php 59,300.00</b>

Total Amount in Words **Fifty nine thousand three hundred pesos only.**

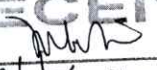
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:  
  
**JOSELITO BELANDREZ**  
Signature over Printed Name of Supplier  
Jan 25 2026  
Date

Very truly yours,  
  
**GENERAL GREGORIO PIO P. CAVAPANG JR., AFP (Ret.), CESE, CCLH**  
Signature over Printed Name of Authorized Official  
Director General  
Designation

Fund Cluster : 01  
Funds Available : ₱9,300.00  
**MR. JONNEL CESAR A. LAT**  
Chief Accountant

ORS/BURS No. : 02-101101-2025-12-6306  
Date of the ORS/BURS : 11 DEC 2025  
Amount : ₱9,300.00

**RECEIVED**  
  
Date: 1/26/26 Time: 2:57  
RECEIVING & ISSUING SECTION

Account Name: Josecito Belandrez  
Account # 9035502020  
Bank : RCBC