



MOTION SHEET



For: FCD  
 Subject: PO NO. 2022-04-059 GH OFFICE DEPOT  
 From: Procurement

DEPARTMENT	RECEIVED BY:		RELEASED BY:		REMARKS
	Print Name & Signature	Date/ Time	Print Name & Signature	Date/ Time	
			Ace	4/18/2022	For Sir Paulo's review and initial. Thank you.
	<i>Paulo</i>	4/19/22	<i>Paulo</i>	4/20/22	<i>Proc / Ace</i>

LIST OF DOCUMENTS ATTACHED:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared By: \_\_\_\_\_  
 MGM

\_\_\_\_\_  
 Originating Department



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



MEMORANDUM

FOR : THE TREASURY GROUP
FROM : PROCUREMENT/GENERAL SERVICES/REGIONAL OFFICE/BRANCH
SUBJECT : UNDERTAKING IN THE RELEASE OF CHECK FOR PAYMENT IN THE PROCUREMENT OF GOODS/EQUIPMENT
REFERENCE : ProD-2022-054
DATE : April 18, 2022

This refers to the Purchase Order No. 2022-04-059 dated April 18, 2022 amounting to Php43,824.37 for the payment to GH Office Depot.

In connection thereof, the undersigned request for the check release and undertake in compliance to the usual accounting and auditing rules and regulations on the following:

Table with 2 columns and 4 rows detailing document transmittal and signatures. Includes 'Oversee in the transmittal of the following attached original documents to the Regional Office' and signatures of Mary Grace D. Mangao and Paulo Sherwin P. Duman.

Table with 3 columns and 1 row detailing document requirements. Includes 'Fully accomplish and completely transmit to the Treasury Group within fifteen (15) working days from supplier's receipt of payment the following documents:' and a signature of Lawrence N. Bañiso.

Pursuant to Sec. 2 and other relevant provisions of PD 1445 compliance requirement as implemented by COA Circulars such as No. 12-001, your coordination with the General Services immediately upon receipt of the abovementioned fully accomplished and completely transmitted documents from the Regional Office will be material to conformity. This will be for completion of entries in the Property Acknowledgement Receipt/Inventory Custodian Slip.

**REQUEST FOR PAYMENT**

**No. 2022041801468**

Tax Type  VAT  Non-VAT  Both  Exempt

Requisitioning Department  
PROCUREMENT

Mode of Payment  Cheque  Cash  Others

Payee **GH Office Depot**

Employee No./TIN No.

000-074-144-000\_

BUR No.

Address **88A Monteverde Avenue , Davao City**

**PARTICULARS**

**AMOUNT**

REPRESENTS PAYMENT FOR THE SUPPLY AND DELIVERY OF MOBILE PEDESTAL PER PURCHASE ORDER NUMBER 2022-04-059 DATED APRIL 18, 2022.

$46,305.00 \div 1.12 = 41,343.75$   
 $41,343.75 \times 0.01 = 413.44$   
 $41,343.75 \times 0.05 = 2,067.19$   
 $413.44 + 2,067.19 = 2,480.63$   
 $46,305.00 - 2,480.63 = 43,824.37$

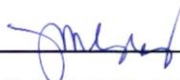
**43,824.37**

**TOTAL**

**A. Prepared By**

**B. Recommending Approval**

Signature




Printed Name

MARY GRACE D. MANGAO

PAULO SHERWIN P. DUMAN

Position

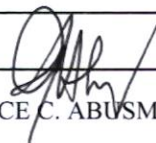
TECHNICAL STAFF II

PROPERTY/SUPPLY OFFICER III

Dated

**C. Approved By**

Signature



Printed Name

DULCE C. ABUSMAN

Position

OIC-VICE PRESIDENT

Dated