



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**JOB ORDER NO. DOTC-MV-141-15**  
 December 18, 2015

**DOUBLE 'R' MOTOR WORKS**  
 #29 E. Manalo Sto. Niño, Marikina City

**DOTC**  
**OFFICE OF THE AUDITOR**

**RECEIVED**

BY: [Signature] DATE: 01/13/16

GENTLEMEN:

Pursuant to **BAC-Resolution No. S-GS-AMP-2015-206**, dated November 2015, recommending the award of contract for the repair/servicing of **Nissan Patrol** with Plate No. **SKL-555** assigned to **Atty. Reggie B. Ramos**, Assistant Secretary for Legal Affairs, please undertake the immediate repair/service of said vehicle within five (5) working days upon receipt hereof.

**SCOPE OF WORKS**

**LABOR:**

- Change oil/tune-up ----- 700.00

**PARTS:**

10 ltrs.	Engine oil	220.00/ltr.	-----	2,200.00
1 pc.	Oil filter		-----	780.00
1 pc.	Air filter		-----	1,280.00
2 pcs.	Fuel filter	1,380.00/pc.	-----	2,760.00

**Total P 7,720.00**

**(AMOUNT: SEVEN THOUSAND SEVEN HUNDRED TWENTY PESOS ONLY)**

It is understood that payment will be effected only after such repair/service shall have been satisfactorily rendered and accepted by this Office, subject however to the usual inspection and verification by the Management Division or its duly authorized representative, whether or not the work performed is in accordance with the specification hereof.

COE (MOBE) 15-12-03020

FUNDS AVAILABLE: 7,720.00

Very truly yours,

[Signature]  
**ATTY. ZENAIDA B. BITENG**  
 OIC, PSPMS

[Signature]  
**EDNA C. TAPAR**  
 Chief, Accounting Division

Recommending Approval:

[Signature]  
**ATTY. CAMILLE R. ALCARAZ** *rom*  
 Assistant Secretary for Procurement

Approved:

[Signature]  
**ATTY. CATHERINE P. GONZALES**  
 Undersecretary for Administration and Procurement