

Republic of the Philippines  
Department of Justice  
LAND REGISTRATION AUTHORITY  
REFERENCE SLIP

Date  
02-20-2025

**For: THE ADMINISTRATOR**  
**Hon. Gerardo Panga Sirios**

***Thru Channels***

- ☐ Your Approval
- ☐ Your Signature
- ☐ Your Decision
- ☐ Note & Forward
- ☐ Note & Return
- ☐ Note & File
- ☐ Note & Destroy File
- ☐ Your Information
- ☐ Return as Requested

- ☐ See Me
- ☐ Let's Discuss
- ☐ For Appropriate Action
- ☐ Investigate & Report
- ☐ More Details
- ☐ Your Comments
- ☐ Reply for my Signature
- ☐ Reply Directly

Sir:

Respectfully forwarding for His Honor's signature of herein attached **Purchase Order No. S-02-01-2025** for the **Supply and Delivery of Plaques for Service Awardees** for the use of the Central Office, this Authority.

Thank you po!

From: **ROBERT PAUL REMEGIO T. ANCHETA**  
*Chief, Property and Supply Section*

OADMIN.FRM.2016.001  
Revision 1 / 07-18-2017

**PURCHASE ORDER**  
**LAND REGISTRATION AUTHORITY**  
Pursuant to LRA BAC-PGSM No. 2025-06


<b>TJ's Clear Art</b> Address: 11B Felicia St., San Antonio Homes TIN : _____ Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:		P.O. No. : <b>S-002-01-2025</b> Date : January 28, 2025 Mode of Procurement : Small Value Procurement			
Place of Delivery : LRA, East Avenue, Quezon City Date of Delivery : _____		Delivery Term : <b>on or before January 30, 2025</b> upon receipt of N.T.P & P.O Payment Term : _____			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pieces	<b>Supply and Delivery of Plaques for Service Awardees</b> <b>Specification:</b> • Sizes: 10 inches'x 12 mm • Total Height: 6 inches to 12 inches • Material: Glass • Thickness: 12 mm • Number: 20 pieces • With digitally etched text and logo	20	1,450.00	29,000.00
<b>NOTE :</b> GOODS SUPPLIED AND DELIVERED ARE SUBJECT TO INSPECTION AND ACCEPTANCE. RETURN/EXCHANGE OF NON CONFORMING PRODUCTS APPLIES.					
<b>(Total Amount in Words)</b>		Twenty-Nine Thousand Pesos . . . . . <span style="float: right;"><b>29,000.00</b></span>			
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:  _____ Signature over Printed Name of Supplier  _____ Date			Very truly yours,  <div style="text-align: right;"> <b>GERARDO PANGA SIRIOS</b>  Signature over Printed Name of Authorized Official  <b>Administrator</b>  Designation </div>		
Fund Cluster : _____ Funds Available : _____  <div style="text-align: right;"> <b>JAIRUS M. CABUSI</b>  Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit </div>			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		

# PURCHASE REQUEST

Pursuant to LRA BAC-PGSM No. 2025-06

Entity Name: LAND REGISTRATION AUTHORITY

Fund Cluster: \_\_\_\_\_

Office/Section:		PR No.: 02012025 Responsibility Center Code: _____		Date: January 28, 2025	
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pieces	<b>Supply and Delivery of Plaques for Service Awardees</b> <b>Specification:</b> <ul style="list-style-type: none"><li>• Sizes: 10 inches'x 12 mm</li><li>• Total Height: 6 inches to 12 inches</li><li>• Material: Glass</li><li>• Thickness: 12 mm</li><li>• Number: 20 pieces</li><li>• With digitally etched text and logo</li></ul>	12	2,416.67	29,000.00
					29,000.00
Purpose:	For the use during the LRA 122nd Anniversary				
Signature :	Requested by: 		Approved by:		
Printed Name:	ROBERT PAUL REMIGIO LANCHETA		GERARDO PANGA SIRIOS		
Designation :	Chief, Property & Supply Section		Administrator		



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

28 January 2025

**MS. MIRIAM L. ALIMON**

Authorized Representative

**TJ's Clear Arts**

11B Felicia St., San Antonio Homes Culiati, Quezon City

**NOTICE TO PROCEED**  
**Pursuant to LRA BAC-PGSM Resolution No. 2025-06**

Dear **Ms. Alimon**:

On 27 January 2025, the Bids and Awards Committee for Non-Infrastructure (BAC Non-Infra) issued BAC Resolution No. 2025-06 declaring **TJ's Clear Arts** as the **Single Calculated and Responsive Quotation (SCRQ)**. Thus, on the same date, Notice of Award was issued in its favor.

With reference to the Purchase Order No. S-002-01-2025 for the Supply and Delivery of Plaques for Service Awardees, this Notice to Proceed shall commence upon signing of your conforme on the space provided below, pursuant to Article XI, Section 37 of Republic Act No. 9184.

Thank you.

Very truly yours,

**GERARDO PANGA SIRIOS**

Administrator

*Conforme:*

---

**MS. MIRIAM L. ALIMON**

Authorized Representative

**TJ's Clear Arts**





REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

17 January 2025

**MS. MIRIAM L. ALIMON**

Authorized Representative

**TJ's Clear Art**

11B Felicia St, San Antonio Homes, Culiati,  
Quezon City

**SUBJECT: NOTICE OF AWARD**

Pursuant to LRA BAC-PGSM Resolution No. 2025-006

Dear **Ms Alimon:**

This is in reference to the Small Value Procurement (SVP) conducted by the Bids and Awards Committee for Non-Infrastructure (LRA-BAC Non-Infra) for the **Supply and Delivery of Plaque for Service Awardees.**


We hereby issue this **Notice of Award** considering that you have submitted the single calculated and responsive quotation in the amount of **Twenty-Nine Thousand Pesos (PHP 29,000.00), VAT Inclusive**, pursuant to Section 37 of Republic Act No. 9184.

Please acknowledge your conformity by affixing your signature.

Very truly yours,

  
\_\_\_\_\_  
**GERARDO PANGA SIRIOS**

Administrator

Date Signed: 

*Conforme:*

  
\_\_\_\_\_  
**MS. MIRIAM L. ALIMON**

Authorized Representative

**TJ's Clear Art**

Date Signed: