

ACCOUNT No.

007-650-02879-8
007-650-02879-8

ACCOUNT NAME

007-650-02879-8
007-650-02879-8

CHECK No.

6500187320
6500187320

BRSTN

38026
0023

DATE DECEMBER 18, 2020

PAY TO THE
ORDER OF

JORGENSEN BOLIVAR

P 42,903.50

PESOS

FOURTY TWO THOUSAND NINE HUNDRED THREE PESOS AND 50/100 ONLY

I / We allow the electronic clearing of this check and hereby waive the presentation for payment of this original to Metrobank



Metrobank

METROPOLITAN BANK & TRUST COMPANY

ORIENTAL MINDORO-PINAMALAYAN BRANCH
MABINI ST. PINAMALAYAN OR. MIN.

6500187320 38026 0023 007650028798 6500187320 38026 0023 007650028798 6500187320 38026 0023 007650028798 6500187320 38026 0023 007650028798

6500187320 38026 0023 007650028798 000

- 1) Sizzling Paluto - Christmas Pack Lunch P 10,450.00
- 2) AK Princemart - PD-MHEC - 2020 - 228 P 1,991.50
- 3) MCF Commercial - PD-MHEC - 2020 - 230 P 1,650.00
- 4) Almart - PD-MHEC - 2020 - 229 P 2,587.00
- 5) Maring store - PD-MHEC - 2020 - 231 P 1,100.00
- 6) MHEC - Pinamalayan Meal (Dec 14 - 20) P 25,125.00

12/18/2020

PRINCE MART

**PHP 1,991.50

One Thousand Nine Hundred Ninety-One and 50/100*****

PO-MHEC-2020-228 MHECo's Office Supplies for th

PRINCE MART					12/18/2020	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/15/2020	Bill	APV-SITE_2020.12_015	PHP 1,991.50	PHP 1,991.50		PHP 1,991.50
					Check Amount	PHP 1,991.50

Metrobank - Site 2879 PO-MHEC-2020-228 MHECo's Office Supplies f PHP 1,991.50

PRINCE MART					12/18/2020	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/15/2020	Bill	APV-SITE_2020.12_015	PHP 1,991.50	PHP 1,991.50		PHP 1,991.50
					Check Amount	PHP 1,991.50

Metrobank - Site 2879 PO-MHEC-2020-228 MHECo's Office Supplies f PHP 1,991.50

MINDORO HARVEST ENERGY CO. INC.

Unit 809 Richmond Plaza, San Miguel Ave. cor. Lourdes Drive, Ortigas, Pasig City
Tel No.: (02) 710-7378 / 531-5593; Fax No.: (02) 531-9705

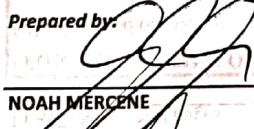


Purchase Order

For any inquiry regarding this Purchase Order Call Tel#: 043-288-2026 c/o Purchasing Section		Date Prepared: DECEMBER 15, 2020	PR-MHEC-2020-184	PO-MHEC-2020-228	
To: AK PRINCEMART Address: Pinamalayan, Oriental Mindoro Contact Person: Telephone No.: Fax No.: E-mail:					
Item No.	DESCRIPTION	Qty	U/M	Unit Price (in Php)	Total Price (in Php)
PURPOSE: MHEC's Office Supplies for the month of December					
2	LOGBOOK (500 pages) - for Operations	5	pcs	108.00	540.00
11	LOGBOOK (500 pages) - For Security Guards	5	pcs	108.00	540.00
14	BINDER CLIP - MEDIUM	1	box	35.00	35.00
21	ARCHFILE	6	pcs	120.00	720.00
22	LOGBOOK - 150 pages	1	pcs	48.50	48.50
23	LOGBOOK - 500 pages	1	pcs	108.00	108.00
Nothing Follows					
TOTAL PRICE IN PHP:					1,991.50

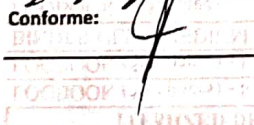
IMPORTANT REMINDERS:

- A. SUPPLIER ACKNOWLEDGMENT REQUIRED**
- B. Delivery instructions:**
1. P.O. No. must appear on all copies of Invoices, Delivery Receipts & Correspondences submitted.
 2. Copy of Approved PO with supplier's/contractor's CONFORME must be attached on Delivery Receipts, MIRR & Invoices.
 3. Destination: Pinamalayan, Oriental Mindoro
- C. NO PAYMENT will be processed for failure to comply with the above mentioned instructions.**

Terms of Payment:	cash purchases
Availability:	on hand
Warranty	
Delivery/Completion Date:	

Prepared by:  Reviewed By:  Approved by: 

NOAH MERCENE TRISH C. YOUNG CRISTINA C YOUNG

Conforme:	
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PERIOD COVERED:	DECEMBER 15, 2020
DATE OF PAYMENT:	DECEMBER 15, 2020
DATE OF DELIVERY:	DECEMBER 15, 2020

MINDORO HARVEST ENERGY CO. INC.

Ask ko lang po sana yun approval ng AOQ.

Thanks,

Noah

[Quoted text hidden]

Tue, Dec 15, 2020 at 11:44 AM

Patricia Young <trish.power.one@gmail.com>

To: Noah Evan Mercene <ntmercene.mhec@gmail.com>

Cc: cristina young <ccyoung.cpgc.sipc@gmail.com>, Lyn Silla <lsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Please go ahead, lowest complying. Thank you.

Trish

[Quoted text hidden]

Tue, Dec 15, 2020 at 2:01 PM

Noah Evan Mercene <ntmercene.mhec@gmail.com>

To: Patricia Young <trish.power.one@gmail.com>, cristina young <ccyoung.cpgc.sipc@gmail.com>

Cc: Lyn Silla <lsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Dear Ma'am,

Please see attached PO and RFP for your reference and approval.

PO-MHEC-2020-228 - AK PRINCEMART
PO-MHEC-2020-229 - ALMART
PO-MHEC-2020-230 - MCF COMMERCIAL

Thanks,

Noah

[Quoted text hidden]

6 attachments



PO-MHEC-2020-228_1[1].jpg
300K



PO-MHEC-2020-229_1[1].jpg
330K



PO-MHEC-2020-230_1[1].jpg
283K

<https://mail.google.com/mail/u/0/?ik=a2330964d0&view=pt&search=all&permthid=thread-a%3Ar7984692124367969591&siml=msg-a%3Ar107470489...>

Gmail - PR-MHEC-2020-182 - BOLO (gulok) - PO & RFP for APPROVAL

Tue, Dec 15, 2020 at 2:59 PM

Patricia Young <trish.power.one@gmail.com>

To: Noah Evan Mercene <ntmercene.mhec@gmail.com>

Cc: cristina young <ccyoung.cpgc.sipc@gmail.com>, Lyn Silla <ltsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Please go ahead, Noah.

[Quoted text hidden]

MHEC
ABSTRACT OF QUOTATION
PROJECT: _____

PURPOSE: MHEC's Office Supplies for the month of December

ITEM NO.	DESCRIPTION	QTY	UM	AK PRINCEMART			ALMART			MCF COMMERCIAL		
				BRAND / DESCRIPTION	U/P	COMMENT	BRAND / DESCRIPTION	U/P	COMMENT	BRAND / DESCRIPTION	U/P	COMMENT
1	BLACK BALLPEN	2	boxes	BLACK BALLPEN	52.00	104.00	BLACK BALLPEN	48.00	92.00	STICKY NOTES (light color) 3" x 2"	30.00	60.00
2	LOGBOOK (500 pages) - for Operations	5	pcs	LOGBOOK (500 pages) - for Operations	108.00	540.00	LOGBOOK (500 pages) - for Operations	108.00	540.00	EPSON INK - BLACK	300.00	1,500.00
3	DOUBLE SIDED TAPE	2	pcs	DOUBLE SIDED TAPE	24.50	49.00	DOUBLE SIDED TAPE	24.50	49.00			
4	SCOTCH TAPE 1"	2	pcs	SCOTCH TAPE 1"	14.00	28.00	SCOTCH TAPE 1"	14.00	28.00			
5	BROWN ENVELOPE - LONG	10	pcs	BROWN ENVELOPE - LONG	2.50	25.00	BROWN ENVELOPE - LONG	2.50	25.00			
6	PAPER CLIP - MEDIUM	1	box	PAPER CLIP - MEDIUM	12.00	12.00	PAPER CLIP - MEDIUM	12.00	12.00			
7	STICKY NOTES (light color) 3" x 2"	2	pads	STICKY NOTES (light color) 3" x 2"	no offer		STICKY NOTES (light color) 3" x 2"	no offer				
8	BOND PAPER SHORT	1	box	BOND PAPER SHORT	840.00	840.00	BOND PAPER SHORT	825.00	825.00			
9	BOND PAPER LONG	1	box	BOND PAPER LONG	950.00	950.00	BOND PAPER LONG	940.00	940.00			
10	EPSON INK - BLACK	5	bottles	EPSON INK - BLACK	no offer		EPSON INK - BLACK	no offer				
11	LOGBOOK (500 pages) - For Security Guards	5	pcs	LOGBOOK (500 pages) - For Security Guards	108.00	540.00	LOGBOOK (500 pages) - For Security Guards	108.00	540.00			
12	BROWN ENVELOPE - LONG	20	pcs	BROWN ENVELOPE - LONG	2.50	50.00	BROWN ENVELOPE - LONG	2.50	50.00			
13	BALLPEN - BLACK	1	box	BALLPEN - BLACK	52.00	52.00	BALLPEN - BLACK	48.00	48.00			
14	BINDER CLIP - MEDIUM	1	box	BINDER CLIP - MEDIUM	35.00	35.00	BINDER CLIP - MEDIUM	no offer				
15	SCOTCH TAPE 1"	5	pcs	SCOTCH TAPE 1"	14.00	70.00	SCOTCH TAPE 1"	14.00	70.00			
16	STICKY NOTES (blue/ light color) 3" x 3"	3	pads	STICKY NOTES (blue/ light color) 3" x 3"	no offer		STICKY NOTES (blue/ light color) 3" x 3"	no offer				
17	PENCIL	1	box	PENCIL	74.00	74.00	PENCIL	74.00	74.00			
18	BALLPEN - BLACK	1	box	BALLPEN - BLACK	52.00	52.00	BALLPEN - BLACK	48.00	48.00			
19	BOND PAPER - SHORT	2	reams	BOND PAPER - SHORT	168.00	336.00	BOND PAPER - SHORT	165.00	330.00			
20	CORRECTION TAPE	2	pcs	CORRECTION TAPE	32.50	65.00	CORRECTION TAPE	32.50	65.00			
21	ARCHFILE	6	pcs	ARCHFILE	no offer		ARCHFILE	no offer				
22	LOGBOOK - 150 pages	1	pc	LOGBOOK - 150 pages	48.50	48.50	LOGBOOK - 150 pages	54.50	54.50			
23	LOGBOOK - 500 pages	1	pc	LOGBOOK - 500 pages	108.00	108.00	LOGBOOK - 500 pages	108.00	108.00			
				TOTAL		3,978.50	TOTAL		3,894.50	TOTAL		1,560.00
TERMS OF PAYMENT				cash purchases			cash purchases					
AVAILABILITY				on-hand			on-hand					
VALIDITY OF PROPOSAL				pick up			pick up					
MODE OF SHIPMENT												
Prepared By:				Requested & Checked by:			Recommended By:			Approved By:		
NOAH MERCENE				RAELYN VITTO			TRISH C. YOUNG			CRISTINA C. YOUNG		

Lowest Complying

PR-MHEC-2020-184 - MHECo's Office Supplies for the month of December - AOQ for Approval

7 messages

Noah Evan Mercene <ntmercene.mhec@gmail.com>

Fri, Dec 11, 2020 at 12:02 PM

To: Patricia Young <trish.power.one@gmail.com>, cristina young <ccyoung.cpgc.sipc@gmail.com>
Cc: Lyn Silla <lsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Dear Ma'am,

Please see attached AOQ for your reference.
All items are complying.

Thanks,
Noah

On Thu, Dec 3, 2020 at 8:04 AM Noah Evan Mercene <ntmercene.mhec@gmail.com> wrote:
Dear Ma'am,

Please see attached request for MHECo's Office Supplies for the month of December.

Thank you,
Noah

AOQ_for_mhec_office_supplies_1[1].jpg
471K

Noah Evan Mercene <ntmercene.mhec@gmail.com>

Fri, Dec 11, 2020 at 1:58 PM

To: Patricia Young <trish.power.one@gmail.com>, cristina young <ccyoung.cpgc.sipc@gmail.com>
Cc: Lyn Silla <lsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Dear Ma'am,

As per supplier AK Princemart.
They have stock na ng archfile.
120 each po. x6 pcs
TOTAL: P720

Thanks,
Noah

[Quoted text hidden]

Noah Evan Mercene <ntmercene.mhec@gmail.com>

Tue, Dec 15, 2020 at 11:21 AM

To: Patricia Young <trish.power.one@gmail.com>, cristina young <ccyoung.cpgc.sipc@gmail.com>
Cc: Lyn Silla <lsilla.cpgc.sipc@gmail.com>, Michelle Castillo <mmcastillo.cpgc.sipc@gmail.com>

Dear Ma'am,

<https://mail.google.com/mail/u/0?ik=e2330964d0&view=pt&search=all&permthid=thread-a%3Ar7984692124367969591&simpl=msg-a%3Ar107470489...> 1/4



**MINDORO HARVEST
ENERGY CO., INC.**

Office Address: c/o Brgy. Sta. Isabel, Simaron, Calapan City,
Oriental Mindoro
Manila Address: Unit 807 Richmond Place, Lourdes St. corner
San Miguel Ave., Ortigas Center, Pasig City
Tel. No.: +63.2.4703133
Email Address: mindorsharvest@gmail.com

PURCHASE REQUEST

Purchase Request:	PR-MHEC-2020-184	Department:	ADMIN
Date Prepared:	Dec. 01, 2020	Dept. Code:	
Date Issued:	Dec. 01, 2020	Requestor:	RAELYN VITTO
		Urgency No.:	

Purpose:

MHECo's Office Supplies for the month of December.

End-user:

O & M, Admin, Warehouse

Item No.	Qty.	UOM	Part No.	Description	Stocks	Date Recd
OPERATIONS						
1	2	boxes		BLACK BALLPEN	0	
2	5	pcs		LOGBOOK (500 pages) - for Operations	0	
3	2	pcs		DOUBLE SIDED TAPE	0	
4	2	pcs		SCOTCH TAPE 1"	0	
5	10	pcs		BROWN ENVELOPE - LONG	0	
6	1	box		PAPER CLIP - MEDIUM	0	
7	2	pads		STICKY NOTES (light color) 3" x 2"	0	
ADMIN						
1	1	box		BOND PAPER SHORT	0	
2	1	box		BOND PAPER LONG	0	
3	5	bottles		EPSON INK - BLACK	1	
4	5	pcs		LOGBOOK (500 pages) - For Security Guards	2	
5	20	pcs		BROWN ENVELOPE - LONG	0	
6	1	box		BALLPEN - BLACK	5 pcs	
7	1	box		BINDER CLIP - MEDIUM	0	
8	5	pcs		SCOTCH TAPE 1"	2	
9	3	pads		STICKY NOTES (blue/ light color) 3" x 3"	0	
10	1	box		PENCIL	0	
WAREHOUSE						
1	1	box		BALLPEN - BLACK	0	
2	2	reams		BOND PAPER - SHORT	0	
3	2	pcs		CORRECTION TAPE	0	
4	6	pcs		ARCHFILE	0	
5	1	pc		LOGBOOK - 150 pages	0	
6	1	pc		LOGBOOK - 500 pages	0	

nothing follows

REMARKS:

Requested by:	Prepared by:	Reviewed by:	Recommended by:	Approved by:
 RAELYN VITTO Admin/HR Assistant	 APRIL LEONA KAYE MONCADA Operation's Secretary	 RAELYN VITTO Admin/HR Assistant	 ROY F. NAJITO Admin Manager	CRISTINA YOUNG Project Manager



Search mail

Compose

Inbox

Starred

Snoozed

Drafts

More

RFCD-MHEC_12_2016-PIN

Inbox x

Zcyra Madia

Good day, Ma'am Joy Please see the attached file for your recommending approval. Thank you po. Best Regards, Zcyra

1:36 PM (1 hour ago)

Joy Najito

to Zcyra, marietta, me, Reymark

2:19 PM (17 minutes ago)

Kindly proceed..

Joy

Noted with thanks.

Noted.

Thank you.

Reply

Reply all

Forward

Meet

New meeting

Join a meeting

Hangouts

Something's not right.

We're having trouble connecting to Google. We'll keep trying.

Errors: 301

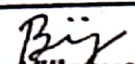
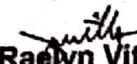
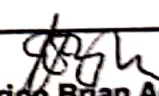


MINDORO HARVEST ENERGY CORPORATION
BRGY. NABUSLOT PINAMALAYAN OR. MDO.

MRR CB No.20-013

Material Receiving Report
Cash Basis

Reference: S.I.#16819
Supplier: AK PRINCEMART

Date: December 19, 2020

Item	PR/PO #	Description	U/M	Qty.	Remarks
1	PR-MHEC-2020-184/PO-MHEC-2020-228	Logbook (500 pages) - for Operations	5	pcs	
2		Logbook (500 pages) - for Security Guards	5	pcs	
3		Binder Clip - Medium	1	box	
4		Archfile	6	pcs	
5		Logbook - 150 pages	1	pc	
6		Logbook - 500 pages	1	pc	
		"" Nothing Follows ""			
		Purpose: For MHECo's Office supplies for the month of December			
Received the above items in good order and condition					
Prepared by:  Benjie Villanueva Warehouse Supervisor		Checked by:  Raelyn Vitto Requisitioner		Noted by:  Enrico Brian Ani Plant Manager	
Checked by:  Mark Gil Justiniano Warehouseman		 Noah Mercene Purchaser			