

ACCOUNT No.

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

ACCOUNT NAME

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

168

CHECK No.

6500187316
6500187316

BHS1

38026
0023

DATE DECEMBER 11, 2020

P 36,050.00

PAY TO THE
ORDER OF

JORGENSEN BOLIVAR

PESOS

THIRTY SIX THOUSAND FIFTY PESOS ONLY

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



Metrobank account one

METROPOLITAN BANK & TRUST COMPANY

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

RAMIR RADAZA

ANALYN M. PURIO

⑈6500187316⑈38026⑈0023⑈007650028798⑈000

- | | |
|---|-------------|
| 1) Rs Drugstore PD-MHEC - 2020 - 224 | ₱ 4,800.00 |
| 2) Engr Latoza - Meal (Dec 07 - 13, 2020) | ₱ 600.00 |
| 3) MHEC - Pinamalyan - Meal (Dec 07 - 13, 2020) | ₱ 29,975.00 |
| 4) Engr Olaguer - Meal (Dec 07 - 13, 2020) | ₱ 675.00 |

12/11/2020

RS MEDSTAR

**PHP 4,800.00

Four Thousand Eight Hundred and 00/100*****

PO-MHEC-2020-224 For COVID 19 monthly supply

RS MEDSTAR				12/11/2020		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/7/2020	Bill	APV-SITE_2020.12_005	PHP 4,800.00	PHP 4,800.00		PHP 4,800.00
					Check Amount	PHP 4,800.00

Metrobank - Site 2879 PO-MHEC-2020-224 For COVID 19 monthly sup

PHP 4,800.00

RS MEDSTAR				12/11/2020		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/7/2020	Bill	APV-SITE_2020.12_005	PHP 4,800.00	PHP 4,800.00		PHP 4,800.00
					Check Amount	PHP 4,800.00

Metrobank - Site 2879 PO-MHEC-2020-224 For COVID 19 monthly sup

PHP 4,800.00

Date	Ref. No.
12/07/2020	APV-SITE_2020.12_005

Vendor
RS MEDSTAR

Bill Due	12/17/2020
Terms	
Memo	PO-MHEC-2020-224 For COVID 19 monthly supply of PPE for MHECo personnel and disinfectant ftn of Dec

Expenses

Account	Memo	Amount	Customer:Job	Class
OTHERS	PO-MHEC-2020-224 For COVID 19 monthly supply of PPE for MHECo personnel and disinfectant ftn of...	4,285.71		PH1 SITE
Input VAT Goods - HFO	PO-MHEC-2020-224 For COVID 19 monthly supply of PPE for MHECo personnel and disinfectant ftn of...	514.29		PH1 SITE

Expense Total : 4,800.00

Bill Total : PHP 4,800.00

RS REDSTAR PHARMACY

Old Market, Zone II, Pinarikayan, Oriental Mindoro

SHERMINE D. OCHEA Proprietress

VAT REG. TIN: 266-715-646-000

CASH SALES INVOICE

Date: 12/11/20

SOLD TO:

Address:

TIN:

OSCA/PWD ID No.

Cardholder's Signature:

Bus. Style:

QTY.	UNIT	ARTICLES	U-Price	AMOUNT
1	BOX	FACE MASK	120	3.60
2	BOX	GLOVES (L)	600	1.20
PAID				
Total Sales (Vat Inclusive)				4.80
Less: VAT				574.28
Amount: Net of VAT				4,285.71
Less: SC/PWD Discount				
Amount Due				
Add: VAT				4.80
TOTAL AMOUNT DUE				4.80



100 Bkts. (2x) 2501-7500

BIR Authority to Print No. 1AU0001874468

Date of ATP: 08/20/18 Valid Until: 08/20/23

DFJ PRINTING PRESS, National Highway,

Poblacion, Victoria, Oriental Mindoro

NON VAT TIN: 940-482-622-000

THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

Cashier/Authorized Representative
Printer's Accreditation No. 063MP20130000000001

Date Issued: 12/23/13

No

3736

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 04, 2020	PR-MHEC-2020-185	PO-MHEC-2020-224	
To: Address: Contact Person: Telephone No.: Fax No.: E-mail:					
RS DRUGSTORE Pinamalayan, Oriental Mindoro					
Item No.	DESCRIPTION	Qty	U/M	Unit Price (in Php)	Total Price (in Php)
PURPOSE: For Covid 19 monthly supply of PPE for MHECO personnel and disinfectant for the month of December, 2020.					
1	Disposable Surgical Facemask	24	boxes	150.00	3,600.00
3	SURGICAL GLOVES	2	boxes	600.00	1,200.00
Nothing Follows					
TOTAL PRICE IN PHP:					4,800.00

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:

NOAH MERCENE

TRISH C. YOUNG

Approved by:

Approved via Email
12/7/2020 @ 10:39 AM
CRISTINA C YOUNG

Conforme: 

MINDORO HARVEST ENERGY CO. INC.

Nabuslot, Pinamalayan, Oriental Mindoro
TIN # 008-929-797

REQUEST FOR PAYMENT FORM

NAME OF PAYEE: RS DRUGSTORE DATE: DECEMBER 04, 2020

FORM OF PAYMENT: ☒ CASH- bank transfer PAYMENT AMOUNT: 4,800.00
☐ CHECK DUE DATE: DECEMBER 08, 2020

PURPOSE/s: For Covid 19 monthly supply of PPE for MHECO personnel and disinfectant for the month of December, 2020.

PERIOD COVERED: _____ DOCUMENT REFERENCE: PO-MHEC-2020-224

ITEMIZED DESCRIPTION	ACCOUNT #	DATE	AMOUNT:
Disposable Surgical Facemask			<u>3,600.00</u>
SURGICAL GLOVES			<u>1,200.00</u>

FOR ACCOUNTING ONLY

RFP Received on (Date) 12.07.2020 Processed by: GRACE BERNARDO
Are supporting documents completely provided? YES ☒
NO ☐
(If NO, pls specify lacking documents)

TOTAL AMOUNT: 4,800.00

RFP Returned by: _____ Received by: _____
Date Returned: _____ Date Received by: _____

SPECIAL INSTRUCTIONS:

REQUESTED BY: Noah Mercene DATE: DECEMBER 04, 2020
APPROVED BY: Maam CCV thru email DATE: 12/7/2020 @ 10:39am

Finance Use Only:

RFP Received on (Date) ANACIN M. PABLO 12/07/2020 1:00PM Processed by: _____

C19-015

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 04, 2020	PR-MHEC-2020-185	PO-MHEC-2020-224	
To: RS DRUGSTORE					
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: For Covid 19 monthly supply of PPE for MHECO personnel and disinfectant for the month of December, 2020.					
1	Disposable Surgical Facemask	24	boxes	150.00	3,600.00
3	SURGICAL GLOVES	2	boxes	600.00	1,200.00
Nothing Follows					
TOTAL PRICE IN PHP:					4,800.00

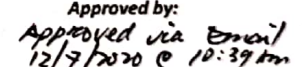
IMPORTANT REMINDERS:


- 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.

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

Prepared by: 
NOAH MERCENE

Reviewed By:
TRISH C. YOUNG

Approved by:

12/7/2020 @ 10:39 AM
CRISTINA C YOUNG

Conforme: 



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

PR-MHEC-2020-185 - Covid 19 monthly supply of PPE - PO & RFP for APPROVAL

3 messages

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

Fri, Dec 4, 2020 at 2:14 PM

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

Dear Ma'am,

Please see attached PO and RFP for your approval po.

PO-MHEC-2020-223 - AK PRINCEMART
PO-MHEC-2020-224 - RS DRUGSTORE

Thank you,
Noah

On Fri, Dec 4, 2020 at 1:34 PM cristina young <ccyoung.cpgc.sipc@gmail.com> wrote:
Buy the alcohol fr ak the rest from the other supplier

On Fri, Dec 4, 2020 at 1:30 PM Noah Evan Mercene <ntmercene.mhec@gmail.com> wrote:
Dear Ma'am,

Please see attached AOQ for your reference and approval.
Reviewed and checked by Ms. Raelyn.
All items are complying.

Thanks,
Noah

On Thu, Dec 3, 2020 at 4:48 PM Noah Evan Mercene <ntmercene.mhec@gmail.com> wrote:
Dear Ma'am,

Please see attached request for Covid 19 monthly supply of PPE for MHECO personnel and disinfectant for the month of December, 2020.

Thanks and regards,
Noah

4 attachments



PO-MHEC-2020-223_1[1].jpg
252K

PO-MHEC-2020-224_1[1].jpg
251K

<https://mail.google.com/mail/u/0?ik=e2330964d0&view=pt&search=all&permthid=thread-a%3Ar-5809663351446934035&simpl=msg-a%3Ar-1678772...> 1/2

MHEC
ABSTRACT OF QUOTATION
PROJECT: _____

PURPOSE: For Covid 19 monthly supply of PPE for MHECO personnel and disinfectant for the month of December, 2020.

ITEM NO.	DESCRIPTION	QTY	U/M	RS DRUGSTORE			AK PRINCEMART		
				BRAND	U/P	TOTAL AMOUNT	BRAND	U/P	TOTAL AMOUNT
1	Disposable Surgical Facemask	24	boxes	Disposable Surgical Facemask	150.00	3,600.00	Disposable Surgical Facemask	550.00	13,200.00
2	ALCOHOL	4	gals	ALCOHOL	654.00	2,616.00	ALCOHOL	585.00	2,280.00
3	SURGICAL GLOVES	2	boxes	SURGICAL GLOVES	600.00	1,200.00	SURGICAL GLOVES	no offer	
				TOTAL		7,416.00	TOTAL		15,480.00
TERMS OF PAYMENT				cash purchase			cash purchase		
AVAILABILITY				on hand			on hand		
VALIDITY OF PROPOSAL				pick up			pick up		
MODE OF SHIPMENT									
Prepared By: NOAH MERCENE				Requested & Checked by: RAELYN VITTO			Recommended By: TRISH C. YOUNG		
							Approved By: CHRISTINE C. YOUNG		



**MINDORO HARVEST
ENERGY CO. INC.**

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

PURCHASE REQUEST

Purchase Request:	PR-MHEC-2020-185	Department:	ADMIN
Date Prepared:	Dec. 02, 2020	Dept. Code:	
Date Issued:	Dec. 02, 2020	Requestor:	RAELYN VITTO
		Urgency No.:	

Purpose:

Covid 19 monthly supply of PPE for MHECO personnel and disinfectant
for the month of December, 2020.

End-user:

Item No.	Qty.	UOM	Part No.	Description	WH Stocks	Date Needed
1	24	boxes		Disposable Surgical Facemask (50 pcs/box) Note: 24 pcs per employee (52 employees)	2 boxes	Dec. 09, 2020
2	4	gals.		ALCOHOL	0	
3	2	boxes		SURGICAL GLOVES	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	 JOY F. NAJITO Area Manager	CRISTINA YOUNG Project Manager



in:sent

1 of 739

Compose

Inbox

Starred

Snoozed

Drafts

Less

Important

Chats

Sent

Blocked

New meeting

Join a meeting

outs

Analyn

or checking

laelyn Vitto

du: Si kuya george daw po sunday

IHECo - Accounting

emark: welcom apo

oah Evan Mercene

send po nun reibo nun TUGSC

ANALYN KIMBERLY DALOMEBA

RFP AND RFCD for Recommending Approval

Inbox x

Wed, Dec 9, 2:52 PM (18

Analyn Purio

Hi Ma'am, Good Afternoon. Ma'am kindly see attached file the RFP and RFCD for Recommending Approval: Meal Allowance at Site for the Period of Dec. 07-13,2020 P2

9:01 AM (18 m

Analyn Purio

Hi Ma'am, Good Morning. Mam follow-up ko po RFCD and RFP ko po for your Recommending Approval. Thank you, Ana.

9:16 AM (3 minutes ago)

Joy Najito

to me

pls proceed sa request

Noted with thanks.

Noted.

Thank you.

Reply

Forward

BRGY. NABUSLOT PINAMALAYAN OR. MDO.

MRR CB No.20-005

Material Receiving Report

Cash Basis

Reference: S.I.3736

Supplier: RS MEDSTAR PHARMACY

DATE: December 11, 2020

Item	PR/PO #	Description	U/M	Qty.	Remarks
1	PR-MHEC-2020-185/PO-	Disposable Surgical Facemask	24	boxes	
2	MHEC-2020-224	Surgical Gloves	2	boxes	
		"" Nothing Follows ""			
Purpose: For Covid-19 monthly supply of PPE for MHECO personel and disinfectant for the month of December, 2020					
Received the above items in good order and condition					
Prepared/Received by: <i>Benjie Villanueva</i>		Checked by: <i>Raelyn Vitto</i>		Noted by: <i>Enrico Brian Ani</i>	
Warehouse Supervisor		Requisitioner		Plant Manager	