



OFFICE OF THE MAYOR

NOTICE TO PROCEED

21 SEPTEMBER 2022

Date

OMEL PRINTING PRESS

30-A, E. Mendoza Street,
Buting, Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Graduation Materials for the Moving Up Ceremony** for the use of the **Day Care Service Unit**, under **Purchase Request No. 100-22-07-884**, covered by **Purchase Order No. 22-09-1915** has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
City Mayor

By authority of the City Mayor:

ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: **OLIVER B. ROMERO**
Authorized Representative
OMEL PRINTING PRESS

Date: 9/21/22