



OFFICE OF THE MAYOR

NOTICE TO PROCEED

~~SEPTEMBER 23, 2022~~
Date

DIAMOND-EMPIRE MARKETING
Anonas Street, NDC Compound, Sta. Mesa,
Sampaloc, 063, Barangay 628,
Manila

Dear Sir/Madam:

We wish to inform you that your contract for **Supply and Delivery of Various Office Supplies** for the use of the **Pasig Employment Services Office** under **Purchase Request No. 100-22-05-710**, covered by **Purchase Order No. 22-09-1913** 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: 
CHRISTIA G. BERE
Authorized Representative
DIAMOND EMPIRE MARKETING

Date: Sept. 27, 2022