

NOTICE TO PROCEED

13 December 2024

MR. MATAGUMPAY M. TUNGOL
Authorized Representative
MATT'S CATERING
232 Therese Bldg. North bay Blvd. South
Navotas City

Dear **Mr. Tungol**:

With the approval of the attached Purchase Order (PO) No. 000870, notice is hereby given to **MATT'S CATERING** to proceed with the supply and delivery of Catering Services for Effective Business Communication Workshop, according to the terms and conditions of the said PO scheduled on December 16&17, 2024.

Please indicate your concurrence by signing the Notice to Proceed on the space provided below and kindly return the same within three (3) calendar days upon the signing thereof.

Thank you.

Very truly yours,



MARAI JOSEFINA V. PE
Officer-In-Charge, OSVP CSG

Conforme:



MATAGUMPAY M. TUNGOL
Authorized Representative
MATT'S CATERING
Date: Dec. 13, 2024