



OFFICE OF THE MAYOR

NOTICE TO PROCEED

September 14, 2022
Date

MNJ TRADING

Unit 203, Fiori Bldg. Capri Oasis,
Dr. Sixto Antonio Ave.,
Barangay Maybunga, Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of DOT Matrix Printer Machine** for the use of the **Human Resource Development Office** under **Purchase Request No. 100-22-07-924**, covered by **Purchase Order No. ~~22-09-1903~~** 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: 
REY KEVIN L. VILLANUEVA
Authorized Representative
MNJ TRADING

Date: 09/14/22