



OFFICE OF THE MAYOR

NOTICE TO PROCEED

16 September 2022

Date

CLOCKWERK STATIONERY TRADING

Block 1 Lot 21 Durian Street,
Dividend Homes, Barangay San Juan,
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Materials for the Seminar and Workshop on Strengthening Competence and Accountability Measure in Public Service** for the **Sangguniang Panlungsod** under **Purchase Request No. 100-22-08-1128**, covered by **Purchase Order No. 22-09-1940** 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: **TYRONE JOSHUA C. VILLANUEVA**
Authorized Representative
**CLOCKWERK STATIONERY
TRADING**

Date:

09/16/22