



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

October 24, 2022  
Date

**OVT-GRAPHIC LINE INC.**  
2321, Mabini Street, Upper Plaza,  
West Rembo, Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Certificate and Report Card Jacket** for the **Pasig City Science High School** under **Purchase Request No. 100-22-05-848**, covered by **Purchase Order No. 22-10-2013** 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: \_\_\_\_\_

  
**Orlando V. Tan**

**Authorized Representative**  
**OVT-GRAPHIC LINE INC**

Date: \_\_\_\_\_

10-24-2022