



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

October 24, 2022

Date

### **ALX OFFICE AND SCHOOL SUPPLIES TRADING**

514 Natividad Street, Zone 8,  
Barangay 063, District 2,  
Pasay City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Anti-Smoking Stickers and Tarpaulins** for the **City Environment and Natural Resources Office** under **Purchase Request No. 100-22-09-1209**, covered by **Purchase Order No. "22-10-2009"** 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:   
**ROBERT A. GUILLERMO**  
Authorized Representative  
**ALX OFFICE AND SCHOOL  
SUPPLIES TRADING**

Date:

*10/24/22*