



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

November 18, 2022  
Date

### **E.C. MINDS TOUR**

Room 506, Topaz Building 99-101,  
Kamias Road, Malaya 4,  
Quezon City

Dear Sir/Madam:


We wish to inform you that your contract for the **Bus Rental for the Seminar and Training on Capacity Building on Leadership and Character Development** for the **Tricycle Operation Regulatory Office** under **Purchase Request No. 100-22-10-6255**, covered by **Purchase Order No. 22-11-2127** 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

  
CARLOTTA CHENAE

Conforme: ELIEZER P. CASAS  
**Authorized Representative**  
**E.C. MINDS TOUR**

Date: NOV. 18, 2022