



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

~~December 07, 2022~~  
Date

### **DIAMOND-EMPIRE MARKETING**

Anonas Street, NDC Compound, Sta. Mesa,  
Sampaloc, 063, Barangay 628,  
Manila

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for the **City Accounting Office** under **Purchase Request No. 100-22-08-1108** covered by **Purchase Order No. 22-11-2163** 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:

**MICO L. LAO** / *Regine Regnyal*  
Authorized Representative  
**DIAMOND-EMPIRE MARKETING**

Date: *Dec. 07, 2022*