



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

16 November 2022

Date

### **EMMARS AIRCONDITIONING SERVICES**

#301 JR Rizal Street,  
Bay Garden, Brgy. Sta Ana,  
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Preventive Maintenance Service of Existing In-Door Air-Conditioning Units** for the **Pasig City Museum** under **Purchase Request No. 100-22-09-5935**, covered by **Purchase Order No. ~~22-11-2074~~** 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**<sup>AK</sup>  
City Administrator

Conforme: **SONREY YACO MONTECER**  
Authorized Representative  
**EMMARS AIRCONDITIONING  
SERVICES**

Date:

11-16-22