



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

December 28, 2022

Date

### **RAND COMPUTER CENTER**

2<sup>nd</sup> Floor Planbank Bldg.  
Lopez Ave., Batong Malake,  
Los Baños, Laguna

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Equipment** for the **City Veterinary Office** under **Purchase Request No. 100-22-06-816**, covered by **Purchase Order No. 22-12-2305** 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: for Alyssa Mae Llantero  
**RAND EDOUARD R. DE JESUS**  
Authorized Representative  
**RAND COMPUTER CENTER**

Date: 12-28-22