



OFFICE OF THE MAYOR

NOTICE TO PROCEED

29 December 2022

Date

O.J.G.C ENTERPRISES
#3, 1ST Street, Isla Homes 2&3,
Pinagbuhatan, Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Supplies and Materials for the Children's Month** for the **Day Care Service Unit** under **Purchase Request No. 100-22-09-5738**, covered by **Purchase Order No. 22-12-2330** 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: ARCHIE NAZARENO LEGSON
Authorized Representative
O.J.G.C ENTERPRISES

Date: 12/29/22