



NOTICE TO PROCEED

12 April 2023

Date

DIAMOND-EMPIRE MARKETING

17 Tyler North Greenhills,
Greenhills, San Juan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies, Equipment, and Maintenance Supplies for the Kabataan Rescue Patrol Division** for the **Peace and Order Department** under **Purchase Request No. 100-23-01-107** covered by **Purchase Order No. 23-03-0107** 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:

you require to present
MICO IVAN L. LAO
Authorized Representative
DIAMOND-EMPIRE MARKETING

Date: 4/12/2023