



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

24 April 2023

Date

### **AVECILLA TRADING**

Unit 305 8 Jade Garden Compound,  
Santolan Road, Greenhills, San Juan 2

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Customized Advocacy Shirts for the Mental Health Wellness in Gender Based Violence Prevention and Protection** for the **ABC President Office** under **Purchase Request No. 100-23-02-411**, covered by **Purchase Order No. 23-03-0105** 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: MA. BETTINA ELLY C. AVECILLA  
Authorized Representative  
AVECILLA TRADING

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