



NOTICE TO PROCEED

24 APRIL 2023

Date

ALELEN ENTERPRISE
21-C Matiyaga Central,
Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Hardware Supplies and Materials for the Repair and Maintenance of Nagpayong High School** for the **School Division Office** under **Purchase Request No. 100-23-01-427**, covered by **Purchase Order No. 23-03-0103** 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: **PAULO MONICO ANGELO G. AQUINO**
Authorized Representative
ALELEN ENTERPRISE

Date: 4/24/2023