



OFFICE OF THE MAYOR

NOTICE TO PROCEED

25 May 2023

Date

DCI ENTERPRISES

30, E. Mendoza St., Brgy. Buting,
Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Personalized Wristwatch and Plaque for the Service Award of the Retirees 2023** for the **Human Resource Development Office** under **Purchase Request No. 100-23-01-136**, covered by **Purchase Order No. 23-05-0205** 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:


DENNIEL C. ISON 5-25-23

Authorized Representative
DCI ENTERPRISES

Date: