



NOTICE TO PROCEED

08 JUNE 2023
Date

RAND CHARLIE ENTERPRISES

2ND Floor, Planbank Bldg.,
Lopez Avenue, Batong Malake,
Los Baños, Laguna

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Materials** for the **Human Resource Development Office** under **Purchase Request No. 100-23-01-032**, covered by **Purchase Order No. 23-05-0215** 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: for Atty. Jeronimo U. Manzanero
RAND EDOUARD R. DE JESUS
Authorized Representative
RAND CHARLIE ENTERPRISES

Date: 6-8-23