



## NOTICE TO PROCEED

14 November 2023

### **RALCO COMMERCIAL TRADING**

No. 801 Court Golfer's Villas,  
Matandang Balara, Quezon City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-10-0770 dated 30 October 2023, you are hereby directed to proceed with the project, and complete the same within Sixty (60) calendar days, but not to exceed 31 December 2023 from the date of receipt of this Notice.

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

By the Authority of the Mayor

  
**ATTY. JERONIMO U. MANZANERO** *PS*  
City Administrator

Conforme :   
**JESSICA D. SALITA**  
Authorized Representative

Date : 11/14/23