



**NOTICE TO PROCEED**

13 December 2023

**KLEAL ENTERTAINMENT PRODUCTION**

Block 15 Lot 20 San Francisco St.,  
Brgy. San Rafael, Rodriguez, Rizal

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-12-0927 dated 07 December 2023, you are hereby directed to proceed with the project, and complete the delivery upon receipt of this Notice. (Please see Terms of Reference).

Very truly yours,

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

By the Authority of the Mayor

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

Conforme: **JUNJUN T. FERNANDEZ**  
Authorized Representative

Date: Dec 15, 2023