



**NOTICE TO PROCEED**

01 FEBRUARY 2024

**PHILCOPY CORPORATION**

793 JP Rizal Ave.,  
Poblacion, Makati City.

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 24-01-1021 dated 29 JANUARY 2024, you are hereby directed to proceed with the project and complete the same within thirty (30) calendar days upon 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**  
City Administrator

Conforme:   
**ROLANDO B. CRUZ**  
AUTHORIZED REPRESENTATIVE

Date: 2-1-24