



Republic of the Philippines
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
La Paz, Iloilo City
• Trunkline: (033)320-7190 • Telefax: (033)329-4274
• Website: www.isatu.edu.ph



March 31, 2022

NOTICE TO PROCEED

MS. CALEN GRACE B. SAYNO

Owner/Proprietor

HANS OFFICE SUPPLY AND OFFICE EQUIPMENT MERCHANDISING

No.3 Guzman St., Mandurriao, Iloilo City

Madam:

The attached **Purchase Order No. 2022-03-100** having been approved, notice is hereby given to your company that work may proceed with the **DELIVERY OF BALLPEN AND OTHER SUPPLIES - with Project Ref. No. S-2022-02.**

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the purchase order and in accordance with the implementing schedule.

Further, you are requested to coordinate with the **Procurement Management Office** for instructions prior to the delivery of the said project.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Keep one copy and return the other to the office of the undersigned.

Very truly yours,

RAUL F. MUYONG, Ed.D.
SUC President III

BY THE AUTHORITY OF THE
UNIVERSITY PRESIDENT

CARMELO V. AMBUT, Ed. D.
Vice President for Research and Extension
OFFICER - IN - CHARGE

I acknowledge receipt of this Notice on: 4- 08 - 22

Name of Representative of the Bidder: CALEN GRACE B. SAYNO

Authorized Signature: 