



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



November 11, 2021

**NOTICE TO PROCEED**

**MR. DAVE B. PENDON**  
 Authorized Representative  
 PHILIPPINE DUPLICATORS INC.  
 Cor. Burgos-Magdalo Sts., Iloilo City

**Sir:**

The attached **Purchase Order No. 2021-11-204** having been approved, notice is hereby given to your company that work may proceed with the **DELIVERY OF PHOTOCOPIER - with Project Ref. No. SVP 2021-114.**

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** with contact # 320-7190 loc.125 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

I acknowledge receipt of this Notice on: 11-15-21

Name of Representative of the Bidder: DAVE PENDON

Authorized Signature: \_\_\_\_\_