



Republic of the Philippines  
**Iloilo Science and Technology University**  
 Burgos St., La Paz, Iloilo City, 5000 Philippines  
 Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274  
<https://www.isatu.edu.ph/>  
[mail@isatu.edu.ph](mailto:mail@isatu.edu.ph)

**OFFICE OF THE UNIVERSITY PRESIDENT**

**MS. VALERIE JINNY ONG**  
 Manager  
 COMPUTRON BUSINESS CENTER  
 35 Quezon Street, Iloilo City

**SUBJECT: NOTICE TO PROCEED**

**Dear Ms. Ong:**

This Notice to proceed is hereby given to your company with the attached purchase order having been approved with the following details:

Reference No.	:	<b>ISAT U GOODS 2024-03-048</b>
Contract Title	:	<b>PROCUREMENT OF DESKTOP COMPUTER FOR LIBRARY</b>
Contract No.	:	<b>2024-06-030</b>
Contract Amount	:	<b>PhP 251,225.00</b>
Delivery Period/Contract Duration	:	<b>45 calendar days</b>

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 no. 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,

**GABRIEL M. SALISTRE JR., PEE, DIT**  
 SUC President III

06 JUL 2024

I acknowledge receipt of this Notice on: \_\_\_\_\_

Name of Representative of the Bidder: VALERIE JINNY ONG  
 Manager

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

Love2024

