



OFFICE OF THE UNIVERSITY PRESIDENT

MS. CHRISTINE C. LARAÑO

Authorized Representative

AAT FILM PRODUCTIONS

16 Dalton St., Filinvest East Homes, Cainta, Rizal

SUBJECT: NOTICE TO PROCEED

Dear Ms. Laraño:

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

Reference No.	: SVP-2025-006
Project Title	: PROCUREMENT OF ANIMATION
Job Order No.	: 2025-04-047
Contract Amount	: PhP 100,288.00
Delivery Period/Contract Duration	: 30 Calendar days upon receipt of Final Revisions

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

I acknowledge receipt of this Notice on: MAY 13 2025

Name of Representative of the Bidder: CHRISTINE C. LARAÑO

Authorized Signature: 