



OFFICE OF THE UNIVERSITY PRESIDENT

MS. JENIFFER ROSE A. PADERNAL

Authorized Representative
ARMIX COPIER RENTALS SERVICES & SALES
PHIL-AM Compound Commission, Civil Street,
Jaro, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Padernal:

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

Reference No.	: ISAT U GOODS-2025-03-026
Contract Title	: PROCUREMENT OF CUSTOMIZED DIPLOMA JACKET FOR UNIVERSITY REGISTRAR
Contract No.	: 2025-05-018
Contract Amount	: Php 1,914,360.00
Delivery Period/Contract Duration	: 15 calendar days upon receipt of approved final lay-out

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

MAY 27 2025

I acknowledge receipt of this Notice on: _____

Name of Representative of the Bidder: JENNIFER ROSE PADERNAL
OPERATION'S MANAGER

Authorized Signature: 