



OFFICE OF THE UNIVERSITY PRESIDENT

MS. MARIAN CRISTINA C. RIVERA

Operations Manager
PSYCHOLOGICAL RESOURCES CENTER INC.
2/F Unit A, FSS Bldg. I, 89 Castor St.,
Brgy. Laging Handa, Quezon City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Rivera:

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

Reference No.	: DC-2025-016
Contract Title	: PROCUREMENT OF TEST BOOKLET
Purchase Order No.	: 2025-03-034
Contract Amount	: PhP 72,250.00
Delivery Period	: 15 calendar days upon receipt of NTP

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: March 21, 2025

Name of Representative of the Bidder: Marian Cristina C. Rivera

Authorized Signature: Marian Cristina C. Rivera

