



OFFICE OF THE UNIVERSITY PRESIDENT

MS. SHEILA MARIE F. YAPLITO

Hotel General Manager
SMALLVILLE 21 HOTEL
G.T. Pison Ave., Brgy. San Rafael,
Mandurriao, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Yaplito:

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

Reference No.	: LV-2025-005
Project Title	: LEASE OF VENUE WITH CATERING SERVICES
Purchase Order No.	: 2025-04-067
Contract Amount	: PhP 56,000.00
Delivery Period/Contract Duration	: Date of Activity: March 28, 2025

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

JORGEN GRACE LIBO-ON
Sales Executive

I acknowledge receipt of this Notice on: _____

Shiela Marie F. Yaplito
Hotel General Manager

MAR 25 2025

Name of Representative of the Bidder: _____

Authorized Signature: _____