



OFFICE OF THE UNIVERSITY PRESIDENT

MS. CHARMAINE O. HOO

Authorized Representative
CIRCULO HOTEL, INC.
Circulo Convention Hill, Pueblo de
Panay Township, Dinginan, Roxas City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Hoo:

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-2025-009
Project Title	: LEASE OF VENUE AND CATERING SERVICES
Purchase Order No.	: 2025-04-075
Contract Amount	: PhP 88,400.00
Delivery Period/Contract Duration	: April 1-4, 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

I acknowledge receipt of this Notice on: MAR 31 2025

Name of Representative of the Bidder: CHARMAINE O. HOO

Authorized Signature: [Signature]