

# University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Office of the Chancellor  
Cagayan de Oro

## NOTICE TO PROCEED

July 20, 2017

### MS. GRETCHEN JOY OYAO

Authorized Representative  
V.S. Tay, Incorporated  
125 Ramon Magsaysay Ave.,  
Davao City  
Contact No.: (082) 226-3327/ 221-4037-36/0920-463-1620  
Fax No.: (082) 226-3327/221-4037

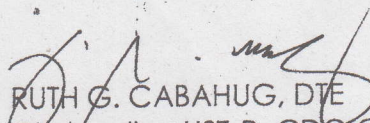
Dear Ms. Oyao:

The attached Purchase Order No. 17-05-0231, dated May 19, 2017, having been approved, notice is hereby given to V.S. Tay Incorporated that work may commence on the *Supply and Delivery of Common Office Supplies (1st Quarter)* upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule. Please coordinate with the Inspection Officer Mr. Allan T. Rodorocio for purposes of delivery.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the University of Science and Technology of Southern Philippines (USTsP) CDO Campus.

Very truly yours,

  
RUTH G. CABAHUG, DTE  
Chancellor, USTsP- CDO Campus

Acknowledge receipt of this Notice on: 07/20/17  
Name of the Representative of the Bidder: Gretchen Joy V. Oyao  
Authorized Signature: 