



University of Southeastern Philippines
Office of the President

NOTICE TO PROCEED

November 13, 2018

MS. GERALDINE G. TAY
Corporate Secretary
VS Tay, Incorporated
125 Ramon Magsaysay, Poblacion District
Davao City

Dear Ms. Tay:

The Contract of Agreement of the project: **Procurement of Consolidated Office Supplies for 2nd & 3rd Quarter CY 2018, USEP Obrero Campus, Davao City** with contract ID No. 2018-26/Goods entered between your company and the University of Southeastern Philippines, Obrero Campus, Davao City, having been duly approved and notarized is now ready for implementation.

In view thereof, you are hereby advised to undertake the above project five (5) days after receipt of this Notice.

It is understood and expected, that your company shall fully abide with the provisions stipulated in the Contract.

Please acknowledge by signing above your printed name and by indicating the time and date you received this Notice.

Truly yours,

LOURDES C. GENERALAO
President

Received by:

FERLITA O. CARUYAN

(Signature over printed name)

Date : 11-29-18

Cc: BAC Chair : _____
BAC Secretariat : _____