



University of Southeastern Philippines
Office of the President

NOTICE TO PROCEED

December 20, 2019

MS. GRACELYN C. DIANA
Admin Officer/Authorized Signatory
New Century Books & General Merchandise
4th Floor Room 400 & 408 Topaz Bldg.
101 Kamias Road, 1102 Quezon City
E-mail: ncb_customerservice@yahoo.com, ncb.davao@gmail.com

Dear Ms. Diana:

The Contract of Agreement of the project: Procurement of Titles of Books of the University Learning Resources Center, USEP Obrero Campus Davao City with contract ID No. 2019-11/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.

Very truly yours,

General
LOURDES C. GENERALAO
President

Received by:

April
Rantallano

(Signature over printed name)

Date : 01/09/2020

Cc: BAC Chair
BAC Secretariat

WE BUILD DREAMS WITHOUT LIMITS
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Handwritten signature/initials