



## NOTICE TO PROCEED

DECEMBER 13, 2023

Date

**MS. JENNIELYN BORJA**

Authorized Personnel

Leon Cullen's Trading

1279 M. Yakal St. Bambang, Tondo,

Manila

Dear **Ms. Borja**:

The attached **Purchase Order (PO)** with number 2023-12-0160, having been approved, notice is hereby given to **Leon Cullen's Trading** for the execution of the project "**Supply and Delivery of Various Necessities for CSC Resource Center Building Dormitory.**"

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 implementation schedule.

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 Civil Service Commission.

Very truly yours,

**ATTY. KARLO A. B. NOGRALES**

Chairperson

*Conforme:*

I acknowledge receipt of this notice on 2/21/24  
(Date of Receipt)

Printed Name of the Authorized Representative  
of the Bidder/Supplier: Jennelyn Borja

Signature: [Handwritten Signature]