



14 DEC 2023

NOTICE TO PROCEED

CZARINA LIEZL D Balmes

Account Executive

Enviro Guard Trading

Calicanto, Batangas City

< enviroguardtrading@yahoo.com >

Dear **Ms Balmes**:

We are pleased to inform you that the purchase order for the project entitled **"PROCUREMENT OF MAINTENANCE PART FOR THE INFORMATION TECHNOLOGY (IT) EQUIPMENT"** has been approved. Accordingly, you are hereby directed to commence work within three (3) days from receipt of this notice.

Please acknowledge receipt and acceptance of this notice by signing on the "Conforme" section hereof. Keep one (1) copy and return to us two (2) copies of the same within three (3) calendar days from the date of receipt.

Truly yours,

JOSELITO O SINO CRUZ PhD
Port Manager

Conforme:

CZARINA LIEZL D Balmes
Enviro Guard Trading
Date: _____

BAC-BGS-030A-2023