



Republic of the Philippines
Province of Camarines Norte
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NOTICE TO PROCEED

MARIA CHRISTINA D. ORIOLA
COPYLANDIA OFFICE SYSTEMS CORPORATION
Metrobank Bldg., Penafrancia Avenue, San Francisco, Naga City

Dear Madam:

The attached Contract/Agreement with Purchase Order No. 25103163 having been approved, notice is hereby given to **COPYLANDIA OFFICE SYSTEMS CORPORATION** to proceed on the delivery of Office Supplies.

You are responsible to deliver the goods under the terms and conditions of Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing copies in the space provided below.

Very truly yours,

ENGR. JOSEPH V. ASCUTIA
Acting Governor 

Conforme:



MARIA CHRISTINA D. ORIOLA
Owner

Date: 12/12/25