



**NOTICE TO PROCEED**

05 December 2024

**MR. MATAGUMPAY M. TUNGOL**  
Authorized Representative  
**MATT'S CATERING**  
232 Therese Bldg. North bay Blvd. South  
Navotas City

Dear **Mr. Tungol**:

With the approval of the attached Purchase Order (PO) No. 000849, notice is hereby given to **MATT'S CATERING** to proceed with the supply and delivery of Catering Services for the Seminar-Workshop on Records Disposition Administration, according to the terms and conditions of the said PO scheduled on December 9 to 10, 2024.

Please indicate your concurrence by signing the Notice to Proceed on the space provided below and kindly return the same within three (3) calendar days upon the signing thereof.

Thank you.

Very truly yours,

**ATTY. ELVIRA V. ESTANISLAO**  
Senior Vice President, CSG

Conforme:

**MATAGUMPAY M. TUNGOL**  
Authorized Representative  
**MATT'S CATERING**  
Date: December 05, 2024