

NOTICE TO PROCEED

10 October 2025

MATAGUMPAY M. TUNGOL

Authorized Representative

MATT'S CATERING

1235 Madrid Ext. Brgy. 45

Tondo, Manila

Dear **Mr. Tungol**:

With the approval of the attached Purchase Order (PO) No. 001421, notice is hereby given to **MATT'S CATERING** to proceed with the Supply and Delivery of Catering Services for the Negotiation Skills for Leaders according to the terms and conditions of the said PO scheduled on October 13-14, 2025.

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: 10 October 2025