



**GSIS** Government Service Insurance System  
Legazpi Branch Office, Alternate Rd, Bitano, Legazpi City 4500

**MR JOEL L. OTARRA**  
Postmaster General and CEO  
Philippine Postal Corporation  
3<sup>rd</sup> Floor, Main Post Office Building  
Liwasang Bonifacio, Manila

**Notice to Proceed**

**Dear Mr. Otarra:**

Notice is hereby given on the **SUPPLY OF POSTAGE AND METERED STAMPS FOR GSIS LEGAZPI BRANCH OFFICE** for the contract covering the period 01 March 2017 to 31 December 2017.

Upon receipt of this Notice, you will be responsible for performing the services under the terms and conditions of the Contract and the Term of Reference.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below, retaining one copy and returning the other to the GSIS Legazpi Branch Office.

Very truly yours,

**ERWIN R. ROALLOS**  
Officer-In-Charge  
GSIS Legazpi Branch Office

I acknowledge receipt of this Notice on: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

