



NOTICE TO PROCEED

August 17, 2020

Mr JOSAN BALGOS ALINSOG

Owner, JOGRAPHICS
Villa Rica Galleria
Brgy. Banica, Roxas City
Capiz 5800

Dear **Sir**:

The attached Purchase Order (PO) Number 45-11902 dated August 12, 2020 is for the supply, materials and labor (SM&L) relative to the **Installation of glass partition/walls with frames and thick clear acrylictable shield for frontliners and employees of Roxas BO for protection against COVID-19 and as a measure to prevent cross-contamination of asymptomatic carrier/spreader** to be installed at Roxas Branch Office. Notice is hereby given to you that the above-mentioned transaction shall commence immediately after receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement. Please acknowledge receipt and acceptance by signing both copies in the space provided below, retaining one copy and returning the other to the GSIS Roxas Branch Office.

Very truly yours,


ROSENE G. CHAVEZ
OIC Branch Manager

I acknowledge receipt of this Notice on:

AUGUST 17, 2020

Name of the Representative of the Owner:

ARLEN CARMELLO JR

Authorized Signature:


