



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**NOTICE TO PROCEED**

December 13, 2024

The Manager  
**Club Balai Isabel Inc.**  
Banga, Talisay, Batangas

Dear Sir/Madam:

Since the Contract was already signed, this Notice to Proceed is hereby given to **Club Balai Isabel Inc.** so that work may commence on the **Provision of Meals and Venue for the SDO Muntinlupa Management Committee (MANCOM) Meeting: Driving Excellence - Year-End Review & Assessment 2024 (Live - Out) on December 16 - 17, 2024.**

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the agreement and in accordance with the Implementation Schedule.

Please acknowledge the receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to SDO-Muntinlupa City.

Very truly yours,

  
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

I acknowledge the receipt of this Notice on: DEC. 13, 2024

Name of the Representative of the Bidder: VERENA UNIKO

Authorized Signature: 



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