



Republic of the Philippines  
Department of Education  
OFFICE OF THE ASSISTANT SECRETARY  
FOR PROCUREMENT AND ADMINISTRATION

NOTICE TO PROCEED

DEC 29 2020

Date

**AUGUSTO B. BALBUENA JR.**

Marketing Executive

**Zurbano Publishing and Printing Corp.**

2195 Primo Rivera St., Brgy. La Paz  
Makati City

Project No. : 2020c-BLR2(014)-AC-NPSVP-024

Project : Printing and Delivery of Bread and Pastry Course (Recipe Book)


Dear **Mr. Balbuena**:

The attached **Purchase Order**, bearing no. 2020c-BLR2(014)-AC-NPSVP024-P006, in the amount of **Philippine Pesos Four Hundred Twenty Thousand and 00/100 (PhP420,000.00)** only, having been approved, this Notice is hereby issued to the **Zurbano Publishing and Printing Corp.**, that the firm's performance of its contractual obligations shall commence effective from date of receipt of this Notice by the firm.

Therefore, you are responsible for performing said obligations in accordance with the terms, conditions and implementation schedule of the **Purchase Order**.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below.

Very truly yours,

  
**ATTY. SALVADOR C. MALANA III**  
Assistant Secretary  
for Procurement and Administration



I acknowledge receipt of this Notice on: DECEMBER 29, 2020

Name of Representative of the Supplier: AUGUSTO B. BALBUENA JR

Authorized Signature: 