



ISO 9001: 2015
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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

Email: bu-vpaf@bicol-u.edu.ph

MANILA OFFICE:

No. 4 Lopez St., M. H. del Pilar, Roosevelt Ave.
Quezon City, Manila, Philippines

Telefax: (02) 921-1586



BAGONG PILIPINAS

NOTICE TO PROCEED

JAN 21 2025

MA. ZAYDA B. BAYLON

Authorized Representative

QUEEN SISTERS CORP.

(BALLARBARE CATERING SERVICES)

Morayta St., P-4, San Juan, Tabaco City

Dear Madam:

The attached Contract Agreement having been approved, notice is hereby given to **QUEEN SISTERS CORP. (BALLARBARE CATERING SERVICES)** that performance on **PROVISION OF FOOD FOR 35 PERSONS FOR THE OVPPD STRATEGIC PLANNING WORKSHOP FOR FY 2025 ON JANUARY 23-24, 2025 AT THE OFFICE OF OVPPD 2ND FLOOR, AP BONTO BUILDING (FORMERLY MP BUILDING), BICOL UNIVERSITY, LEGAZPI CITY** in the amount of **FIFTY-SEVEN THOUSAND FOUR HUNDRED & 00/100 PESOS ONLY (Php57,400.00)**, shall commence effective on *the date of receipt of this Notice*.

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

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

Sincerely yours,

CYRUS A. BARRAMEDA

VP for Administration and Finance

Received by: Ma. Zayda Ballarbare Baylon
President

(Signature above printed name)

January 23, 2025
(Date and Time of Receipt)

*Kindly email to sender to acknowledge the receipt