



ISO 9001: 2015  
SOCOTEC SCP000722Q

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



## NOTICE TO PROCEED

June 11, 2025

**MAE ANN GINO NAVALES**

Authorized Representative

**CS CREATIVITY AND SIMPLICITY PHOTOGRAPHY**

2/F Calderon Building, F. Aquende Drive,  
Cruzada, Legazpi City

Dear **Madam:**

The attached Letter Order having been approved, notice is hereby given to **CS CREATIVITY AND SIMPLICITY PHOTOGRAPHY** that performance on the **Provision for the rental of Acrylic Stage, Sound System, lights and Generator Set for the conduct of the 55th Commencement Exercises for CY 2025 of Bicol University on June 24 and 25, 2025 at Bicol University** in the amount of **Eight Hundred Forty-Nine Thousand Eight Hundred 00/100 Pesos (Php849,800.00)**, 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,

**MA. JULIETA B. BORRES, Ph.D.**

VP for Academic Affairs

Received by:

**MAE ANN GINO NAVALES**

(Signature above printed name)

June 13, 2025

(Date and Time of Receipt)

\*Kindly email to sender to acknowledge the receipt