



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

December 26, 2025

**CHARMY LOU R. MANORIÑA**

Authorized Representative

**AC ENTERPRISES**

Block 3, Lot 9, 1st Street,

Our Lady's Village, Bitano, Legazpi City

Dear **Madam**:

The attached Letter Order having been approved, notice is hereby given to **AC ENTERPRISES** that performance on the **Provision of Tokens during the Opening Meeting on January 2026** in the amount of **Ninety Thousand and 00/100 Pesos Only (Php90,000.00)**, 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 the Bicol University.

Sincerely yours,

**CYRUS A. BARRAMEDA**  
VP for Admin. & Finance

Received by:

ANGEL D. VERA  
(Signature above printed name)

01-09-26  
Date and Time of Receipt)

\*Kindly email to sender to acknowledge receipt