



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

ISO 9001: 2015
SOCOTEC SCP000722Q



NOTICE TO PROCEED

June 16, 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 Letter Order having been approved, notice is hereby given to **QUEEN SISTERS CORP. (BALLARBARE CATERING SERVICES)** that performance on the **Provision of Food Catering for the Conduct of Gawad Bueño 2025: University Recognition Program on June 17, 2025 at BU Gymnasium, BU East Campus, Legazpi City** in the amount of **One Hundred Twelve Thousand Two Hundred Fifty (Php112,250.00)**, 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 Admin. & Finance

Received by:

Ma. Zayda Ballarbare-Baylon
(Signature above printed name)

June 16, 2025

(Date and Time of Receipt)

*Kindly email to sender to acknowledge the receipt