



ISO 9001: 2015  
SOCOTEC SCP000722Q

**BICOL UNIVERSITY**  
**COLLEGE OF EDUCATION**  
Daraga, Albay  
Email: [buce-dean@bicol-u.edu.ph](mailto:buce-dean@bicol-u.edu.ph)



## NOTICE TO PROCEED

September 9, 2025

**The Manager**  
**FULL ATOM TRADING INC.**  
Legazpi City

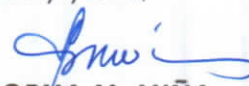
Sir/Madam:

The attached Contract having been approved, notice is hereby given to **FULL ATOM TRADING INC.** that performance on the **Supply and Delivery of Office Supplies for 3rd Quarter use of BUCE Offices**, in the amount of **Seventy-Two Thousand Seven Hundred Ninety-Eight and 00/100 Pesos Only (Php72,798.00)** shall commence effective on the date of receipt of this Notice.

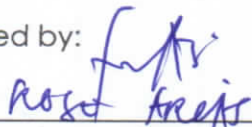
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

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 Cluster 1 BAC Office.

Sincerely yours,

  
**DR. LORNA M. MIÑA**  
Dean, BUCE

Received by:



Signature above printed name

Date & Time of Receipt

Transaction No. **BUC1-2025-132**