



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

OCT 29 2025

**MYRA A. NUYDA**

Authorized Representative

**MAE-TRICKS CATERING SERVICES**

Marquez St., Ilawod West, Legazpi city

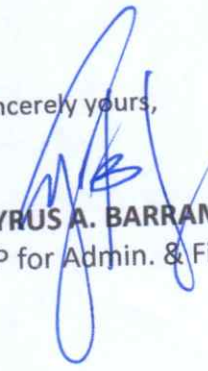
Dear **Madam:**

The attached Letter Order having been approved, notice is hereby given to **MAE-TRICKS CATERING SERVICES** that performance on the **Provision for Catering Services during the ISO External Audit on November 3-7, 2025 for 80 pax at the BU PRMO Conference Hall** in the amount of **Two Hundred Eighty-eight Thousand Eight Hundred and 00/100 Pesos (Php288,800.00)**, 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,

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

Received by:

Myra A. Nuyda  
(Signature above printed name)

10/29/2025  
(Date and Time of Receipt)

\*Kindly email to sender to acknowledge the receipt