



## NOTICE TO PROCEED

December 16, 2025

**The Manager**  
**SIODIAN ADVERTISING**  
Legazpi City

Sir/Madam:

The attached Contract having been approved, notice is hereby given to **SIODIAN ADVERTISING** that performance on the "**Provision of labor and materials for the tokens for Faculty, Non-Teaching Personnel and Part-time Instructors in BUCM during the BUCM Year-End Assessment 2025 "Learning Together, Moving Forward Together" on December 19, 2025**", in the amount of **Ninety-Seven Thousand Seven Hundred and 00/100 Pesos Only (Php97,700.00)** shall commence effective on the date of receipt of this Notice.

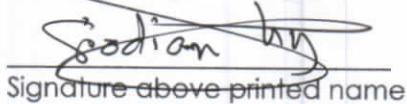
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

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. OFELIA SAMAR-SY**  
Dean, BUCM

Received by:

  
Signature above printed name

12/16/25  
Date & Time of Receipt

Transaction No. BUC1-2025-217 B