



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

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# NOTICE TO PROCEED

January 21, 2026

**GEMMA RAYCO**  
 Authorized Representative  
**YAAN'S EATERY**  
 #113, Marquez St., Ilawod West, Legazpi City

Dear Madam:

The attached Letter Order having been approved, notice is hereby given to **YAAN'S EATERY** that performance on the **Provision of Catering Services for the Bicol University Target Setting for CY 2026 on January 26-29, 2026** in the amount of **One Hundred Thirty-Five Thousand and 00/100 Pesos (Php135, 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**  
 Vice-Pres. for Admin. & Finance

Received by Gemma Rayco  
 (Signature above printed name)

01-23-2026  
 Date and Time of Receipt)

\*Kindly email to sender to acknowledge receipt