



Republic of the Philippines  
Quezon City  
OFFICE OF THE CITY MAYOR

3/F Bulwagang Amoranto,  
High Rise Building,  
Quezon City Hall Compound,  
Diliman, Quezon City  
Trunkline 988-4242

NOTICE TO PROCEED ✓

This CONTRACT, therefore, having been approved, copy of which is hereto attached, NOTICE TO PROCEED is hereby given to:

Ellen G. Aquino ✓  
Sole Proprietor ✓  
ALELEN ENTERPRISE ✓  
Contractor ✓

With Office Address at  
21C Matiyaga St., Barangay Central, Quezon City ✓

For the Project  
PROCUREMENT OF DIGITAL DUPLICATOR MACHINE AND OTHERS ✓

FOR THE PERIOD ✓  
TO

JUN 20 2024

JUL 20 2024

The Project will commence on JUN 20 2024

ISSUED BY:

MA. JOSEFINA G. BELMONTE  
City Mayor

We hereby acknowledge the receipt of the above mentioned Notice

*[Signature]* Authority Representative

(Signature Over Printed Name and Designation)  
ALELEN ENTERPRISE