



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**

FOR THE PERIOD  
NOV 25 2024 TO DEC 31 2024

The Project will commence on NOV 25 2024

ISSUED BY:

**MA. JOSEFINA G. BELMONTE**  
City Mayor

We hereby acknowledge the receipt of the above mentioned Notice

(Signature Over Printed Name and Designation)  
ALELEN ENTERPRISE