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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

April 25, 2025

**EMILY B. REGNO**

Authorized Representative

**J & E PRINTING PRESS**

Rizal St., Legazpi City

Dear **Madam**:

The attached Letter Order having been approved, notice is hereby given to **J & E PRINTING PRESS** that performance on the **Provision of Labor Services and Materials for the Lay Outing, Printing, and Delivery of the University Commencement Exercises Program for the 2025 University Commencement Exercises on June 24 & 25, 2025** in the amount of *Three Hundred Ninety-Two Thousand Seven Hundred and 00/100 Pesos (Php392,700.00)*, 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.

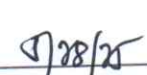
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Bicol University.

Sincerely yours,

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

Received by:  **EMILY B. REGNO**  
Proprietor

(Signature above printed name)

  
Date and Time of Receipt)

\*Kindly email to sender to acknowledge receipt