



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

HOTEL KIMBERLY, INC.
Tagaytay, City

Sir/Madam,

The attached Purchase Order No. 2025-06-0539 are already approved so NOTICE is given HOTEL KIMBERLY, INC. for the purchase of Extension and Research Training Titled "From Preparation to Execution: A Seminar Workshop on Research and Extension Budget Utilization requested by F. Gutierrez - EXTENSION with PR No. 2025-06-1718. Upon receipt of this Notice you are responsible to deliver the Item / service under the terms & conditions of the Purchase Order & Contract of Procurement.

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

Truly yours,


FREDERICK T. VILLA, DT
University President

I acknowledge receipt of this Notice on : JUL 02, 2025

Name of the Representative of the of the Bidder: HOTEL KIMBERLY, INC.

Authorized Signature: 