



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Ms. EDITA M. SEBUGAN
Proprietress
JEMS CATERING SERVICES
412 Inocencio Street
Brgy. 104, Pasay City

Dear **Ms. Sebugan**:

The attached Purchase Order No. 2022-11-109 dated 24 November 2022 in the amount of **Forty-Two Thousand Pesos (P42,000.00)** for the **supply and delivery of packed meals that will be served during the Capacity Building of the Inter-Agency Council Against Trafficking Operation Center Personnel on 01-02 December 2022** having been approved, notice is hereby given to **Jems Catering Services** to proceed with the delivery of goods in accordance with the terms and conditions provided in the said Purchase Order and the schedule requirement herein specified:

LOT NO.	DESCRIPTION	QUANTITY/UNIT	DELIVERY DATE
1	Packed AM Snacks, Lunch and PM Snacks	70 pax	01-02 December 2022

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 Procurement Management Division.

Very truly yours,

JESSE H.T. ANDRES

Undersecretary

Head of the Procuring Entity

As per DO No. 292 dated 01 July 2022

Conforme:

RUBEN A. SANTILLAN 12-01-22

Printed name and signature of the representative