



Republic of the Philippines  
City of Cagayan de Oro  
**OFFICE OF THE CITY MAYOR**

**cagayan  
de Oro**  
city of golden friendship

**NOTICE TO PROCEED**

28 January 2025

**SHIELLA MAE C. CORALDE**  
Authorized Representative  
Circle M Merchandise Trading Corporation  
B-3 L-21 Stanford St., Cambridge Subd.,  
Iponan, Cagayan de Oro City

Dear Ms. Coralde:

The attached Contract Agreement having been approved, notice is hereby given to **Circle M Merchandise Trading Corporation** that the work may commence on the **Supply and Delivery of Backdrop and other items; PR No. 24-4291 dated October 15, 2024; SN 354 - 2024**, effective upon the receipt of this Notice.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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 City Government of Cagayan de Oro.

Very truly yours,

**ROLANDO A. UY**  
City Mayor ✓

I acknowledge receipt of this Notice on 1-28-25

Name of the Representative of the Bidder: SHIELLA MAE C. CORALDE

Authorized Signature: \_\_\_\_\_