



Republic of the Philippines
City of Cagayan de Oro

**cagayan
de Oro**
city of golden friendship

OFFICE OF THE CITY MAYOR

NOTICE TO PROCEED

22 January 2024

GLICERIA L. VALENDEZ

Proprietor
RG Advertising Services
NCKK Bldg. R-214 Kauswagan Road
Cagayan de Oro City

Dear Ms. Valendez:

The attached Contract Agreement having been approved, notice is hereby given to RG Advertising Services that the work may commence on the **Procurement of Media Advertisement Through Radio Airtime Broadcast; PR No. 23-4876 dated December 7, 2023**, effective upon the receipt of this Notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement 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 City Government of Cagayan de Oro.

Very truly yours,

ROLANDO A. UY
City Mayor

I acknowledge receipt of this Notice on _____ 1-22-24

Name of the Representative of the Supplier: GLICERIA L. VALENDEZ

Authorized Signature: