



Republic of the Philippines  
Province of Cebu  
**Municipality of Ginatilan**

**NOTICE TO PROCEED**

December 1, 2023

Ms. Edna L. Inso  
Proprietor/Owner/Manager  
Edna L. Inso Gen. Merchandise / Edna Sari-Sari Store  
Poblacion I, Malabuyoc, Cebu

Sir / Madam :

Notice to Proceed is hereby given to EDNA L. INSO GEN. MERCHANDISE / EDNA SARI-SARI STORE that work / delivery may commence on the Procurement of Supplies & Materials for Socio-Cultural Activities, effective on \_\_\_\_\_ / \_\_\_\_\_ days after receipt of this notice.

Upon receipt of this notice, you are hereby responsible for performing the services delivering the goods under the terms and conditions of the Agreement and in accordance with the Implementing Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one (1) copy and return the other to this municipality.

Very truly yours,

ROY VINCENT P. SINGCO  
Municipal Mayor

I acknowledge receipt of this notice on December 1, 2023  
Name of the representative of the company EDNA L. INSO  
Authorized Signature: \_\_\_\_\_