



Republic of the Philippines
KALINGA STATE UNIVERSITY

Bulanao, Tabuk City, Kalinga 3800

February 19, 2024

FE D. VILLEGAS

Authorized Representative

DOÑA ALEJANDRA, INC.

G/F ESNA Building, #30 Timog Ave., Quezon City, Philippines

Doc. Ref No.:	PRES LET 097-2024	Revision No.:	0
Effectivity Date:	02/19/2024	Page No.:	1

Subject: **NOTICE TO PROCEED**

Dear Ms. Villegas:

The attached Contract Agreement through Purchase Order No. 2024-02-156 having been approved, notice is hereby given to **DOÑA ALEJANDRA, INC.** that delivery may commence on **PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM** effective today, February 19, 2024, or after acknowledging receipt of this notice.

DELIVERY SCHEDULE:

Contract Effectivity	:	February 19, 2024
Contract Duration	:	One Hundred Eighty Calendar Days (180 CD)
Contract Expiry	:	August 17, 2024

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract Agreement and in accordance with the Delivery Schedule.

Please acknowledge receipt and acceptance of this notice by signing the three (3) copies in the space provided below. Keep one copy and return the other copies to the **Kalinga State University-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.**

Very truly yours,


EDUARDO T. BAGTANG, CPA, DBM
University President

I acknowledge receipt of this Notice on FEBRUARY 28, 2024

Name of the Bidder or its Authorized Representative: FE D. VILLEGAS

Authorized Signature: 