



# University of Science and Technology of Southern Philippines

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

Office of the Chancellor

Cagayan de Oro City

## NOTICE TO PROCEED

January 19, 2024

**MS. BRENDA A. FABREA**

Proprietress  
Mechtronics Trading and Services  
Zone 9, Molugan,  
El Salvador City, Misamis Oriental

Dear Ms. Fabrea:

The attached *P.O. No. 24-01-0005 dated January 16, 2024*, having been approved, notice is hereby given to *Mechtronics Trading and Services* that work may commence on the *Proposed Procurement of the Supply and Delivery of Supplies and Materials for Infrastructure Repair and Maintenance for USTP-CDO Campus (1<sup>st</sup> Quarter CY 2024)* upon 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 Implementation Schedule. Please coordinate with the Inspection Officer for purposes of delivery.

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 University of Science and Technology of Southern Philippines (USTP) CDO.

Very truly yours,

  
**ATTY. DIONEL O. ALBINA**  
Chancellor, USTP-CDO

I acknowledge receipt of this Notice on: JANUARY 26, 2024

Name of the Representative of the Bidder: BRENDA A. FABREA

Authorized Signature: 