



**OFFICE OF THE GOVERNOR**

**NOTICE TO PROCEED**

DEC 24 2021

**MR. REUEL C. CAUSIN**  
Sole Proprietor  
**MSO OFFICE SUPPLIES AND EQUIPMENT TRADING**  
K of C Drive, Poblacion II, Tagbilaran City

Dear Mr. Causin:

DEC 23 2021

Please be informed that the attached **Purchase Order No. 2021-819** dated DEC 23 2021 has been approved. Notice is hereby given to immediately deliver the items enumerated herein within **FIVE (5) WORKING DAYS** upon receipt of this notice at, **OFFICE OF THE BOARD MEMBER CHRISTIAN VICTOR S. BOLOS III, NEW CAPITOL SITE, TAGBILARAN CITY, BOHOL**

In view thereof, you shall be responsible for performing the delivery of items & services under the terms and conditions of the Purchase Order and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice and be guided accordingly.

Very truly yours,

**ATTY. ARTHUR C. YAP**  
Governor  
Province of Bohol

BY AUTHORITY OF GOVERNOR

*Kepeng*  
**ATTY. KATHYRN FE D. PIOQUINTO**  
Provincial Administrator

Date Release to Supplier: DEC 28 2021 : *[Signature]*

Authorized Signature

Date Returned by the Supplier: DEC 28 2021 (Name of the Representative of the Bidder) : *[Signature]*

Authorized Signature

(Name of the Representative of the Bidder)