



Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
NATIONAL HEADQUARTERS

NBP Reservation, Muntinlupa City, Philippines, 1776
Telephone Nos. +632-8809-8073 / 8809-9775 / E-mail Address: odg@bucor.gov.ph



NOTICE TO PROCEED

June 6, 2023

JHOAN S. AVANCENA
JKG OFFICE SUPPLIES AND EQUIPMENT TRADING
36 Katihan St. Poblacion, Muntinlupa City

Dear Ms. Avancena,

Based on the approved Purchase Order No. 23-06-040 (copy attached), notice is hereby given to JKG Office Supplies & Equipment Trading to commence on the Supply and Delivery of Laptop Computer for Bucor Digitization Project effective 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 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 **BUREAU OF CORRECTIONS**.

Very truly yours,

GENERAL GREGORIO PIO P. CATAPANG JR. (Ret.), CESE
Director General

I acknowledge receipt of this notice.

Jhoan S. Avancena
Proprietor

Date Received 16 July 2023