



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
 NATIONAL HEADQUARTERS  
 NBP Reservation, Munfinlupa City, Philippines, 1776



**NOTICE TO PROCEED**

March 3, 2025

**DANICA VILLACILLO**  
**JOZETH TRADING**  
 Suite 413 Pasda Mansion, 77 Panay Ave. Cor. Timog, Q.C.

Dear Ms. Villacillo:

Based on the approved Purchase Order No. 25-03-14 (copy attached), notice is hereby given to Jozeth Trading to commence on the Supply and Delivery of Bond Paper for the use of PDPD Office 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., AFP (Ret.) CESE, CCLH**  
 Director General

18 MAR 2025

Yko

I acknowledge receipt of this notice.

Danica Villacillo  
 Authorized Representative

Date Received 3/19/2025



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