



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



## NOTICE TO PROCEED

02 JUN 2025

**EVA E. JANE**  
 JANE METAL ARTS ENTERPRISES  
 #19 National Rd. Putatan, Muntinlupa City

**Dear Ms. Jane:**

Based on the approved Purchase Order No. 25-05-36 (copy attached), notice is hereby given to Jane Metal Arts Enterprises to commence on the Supply and Delivery of Signage Standee to be installed in front of Admin. Building 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,

*GP*  
**GENERAL GREGORIO PIO P CATAPANG JR., AFP (Ret.) CESE, CCLH**  
 Director General

I acknowledge receipt of this notice.

*EJ*  
 Eva E. Jane  
 Sole Proprietor  
 Date Received 6/4/2025

*GP*  
 Office of the Director General



ODG-2025-02742



Telephone Num. +63-8809-8073  
 www.bucor.gov.ph | odg@bucor.gov.ph



**PURCHASE ORDER**

Bureau of Corrections

Entity Name

Supplier : <b>JANE METAL ARTS ENTERPRISES</b> Address : #19 National Rd. Putatan, Muntinlupa City TIN : 438-580-378-00000	P.O. No. : 25-05-36 Date : May 15, 2025 Mode of Procurement : SMALL VALUE
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : __ Directorate for Logistics, Muntinlupa City Date of Delivery : 15 Calendar days upon receipt of Approved P.O./NTP	Delivery Term : Payment Terms :
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Stock Property No.	Unit	Description	Qty.	Unit Cost	Amount
	unit	SIGNAGE STANDEE Size : H-10ft x L-4ft Stainless Material for Framing Stainless Round Tube for Stand. 2-1/2" diameter with Foundation of 12" deep from the ground Acrylic Backing, 6mm thick	1		49,900.00
	pcs	Individual Sliding for Names, Size : 4" x 40", 4mm thick	17	1,500.00	25,500.00
	set	Complete w/LED Light, Outdoor Type Covered by Stainless Sheet Backing as per Designed and Specifications.  NOTE : Including Installation.  To be installed in Front of Admin. Building.	1		22,600.00 vvvvvvvvvvvvvv
					<b>98,000.00</b>

Total Amount in Words Ninety eight thousand pesos only.

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme: <div style="text-align: center;">                       EVA F. JANE                      Signature over Printed Name of Supplier  <hr style="width: 100px; margin: 5px auto;"/>                     6/4/2025                      Date                 </div> <div style="margin-top: 20px;">                     Fund Cluster : <u>01</u>                      Funds Available : <u>98,000.00</u>  <div style="text-align: center;">   <b>MS. DOPHINE DELMO-GADIA</b>                      Chief Accountant                 </div> </div>	Very truly yours, <div style="text-align: center;">   <b>GENERAL GREGORIO PIO P. CATAPANG JR., AFP (Ret), CESE, CCLH</b>                      Signature over Printed Name of Authorized Official                 </div> <div style="margin-top: 20px;">                     Director General                      Designation                 </div> <div style="margin-top: 20px;">                     ORS/BURS No. : <u>02-101101-2025-05-2668</u>                      Date of the ORS/BURS: <u>21 MAY 2025</u>                      Amount : <u>98,000.00</u> </div>
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RECEIVED

Date: 6/4/25 Time: 2:45

RECEIVING & ISSUING SECTION