



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
**SAN RAMON PRISON AND PENAL FARM**  
Brgy. Talisayan, Zamboanga City 7000



## NOTICE TO PROCEED

**The Manager**  
**RMF TRANSPORTATION SERVICES**  
Tumaga, Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-07-012** dated 18 July 2025 (copy attached), we hereby issue the Notice to Proceed to **RMF TRANSPORTATION SERVICES** for the procurement of **Food and Hotel Accommodation and Various Materials – 155th Founding Anniversary**, with a contract price of **Thirty Thousand Pesos (P30,000.00)**, under NP-Small Value Procurement, effective upon receipt of this notice.

You are responsible for performing the services in accordance with the terms and conditions of the agreement and the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Retain one (1) copy for your records and return the other to the Bureau of Corrections, San Ramon Prison and Penal Farm, Zamboanga City.

Very truly yours,

**C/SSUPT DAISY SEVILLA-CASTILLOTE**  
Acting Superintendent /  
Head of Procuring Entity (HoPE)

I acknowledge receipt of this notice.

Rogel A. Francisco  
Signature over Printed Name

Date: July 29, 2025

**PURCHASE ORDER**

BUREAU OF CORRECTIONS  
SAN RAMON PRISON AND PENAL FARM

Agency

Supplier :	RMF TRANSPORTATION SERVICES	P. O. No.	2025-07-012
Address:	ZAMBOANGA CITY	Date:	18-Jul-25
TIN :		Mode of Procurement	NP SMALL VALUE (Sec.53.9)

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	SRPPF	Delivery Term:	DELIVER
Date of Delivery :	15 Days upon receipt of P. O.	Payment Term:	Upon completion of Delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	DAY	LOT-4 VAN RENTAL XXXXXXXXXXXX	3	10,000.00	30,000.00

IN CELEBRATION OF THE 155th FOUNDING ANNIVERSARY OF THE  
SAN RAMON PRISON AND PENAL FARM (SRPPF)

(Total Amount in Words) THIRTY THOUSAND PESOS 30,000.00

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 underivered item/s.

Conforme:

*Regie A. [Signature]*  
RMF TRANSPORTATION SERVICES  
Signature over Printed name of Supplier  
July 29, 2025  
Date

Very truly yours,  
*[Signature]*  
C/SSUPT DAISY SEVILLA-CASTILLOTE  
Acting Superintendent  
Signature over Printed Name of Authorized Official  
Date

Fund Cluster :

Fund Available:

*[Signature]*  
CO2 Philip [Name]  
Signature over Printed Name of Chief Accountant/Head of  
Accounting Division Unit

ORS/BURS No.

Date of the ORS/BURS:

Amount: