



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



## NOTICE TO PROCEED

**11 JUL 2025**

**JOYCE LYN A. PADLAN**  
 RUSSOR NON-SPECIALIZED WHOLESALE TRADING  
 Ph 1 Blk 7 Lot 5 Saint Luke St., Sto. Nino Vill. Tunasan, Muntinlupa City

Dear **Ms. Padlan**:

Based on the approved Purchase Order No. 25-07-62 (copy attached), notice is hereby given to Russor Non-Specialized Wholesale Trading to commence on the Supply and Delivery of Materials for the Repair of Damaged Niches at NBP Cemetery 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

I acknowledge receipt of this notice.

  
 Joyce Lyn A. Padlan  
 Russor Non-Specialized Wholesale Trading  
 Date Received JULY 21, 2025



