



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



NOTICE TO PROCEED

SHERAINE KAY M. MARCELINO
 PSMM OFFICE SUPPLIES AND EQUIPMENT TRADING
 B55 L40 Noche Buena St. Brgy. Greater Lagro, Q.C.

Dear **Ms. Marcelino**:

Based on the approved Purchase Order No. 25-01-104 (copy attached), notice is hereby given to PSMM Office Supplies and Equipment Trading to commence on the Supply and Delivery of Sewer Rod for the use at Maximum Security Camp 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,

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

I acknowledge receipt of this notice.

Sheraine Kay M. Marcelino
 Sheraine Kay M. Marcelino
 PSMM Office Supplies and Equipment Trading
 Date Received 12-26-25



ODG-2025-09553



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



PURCHASE ORDER
Bureau of Corrections

Entity Name

Supplier : PSMM OFFICE SUPPLIES AND EQUIPMENT TRADING Address : B55 L40 Noche Buena St. Brgy. Greater Lagro, Q.C. TIN : 467-498-198-000	P.O. No. : 25-12-104 Date : December 9, 2025 Mode of Procurement : NEGOTIATED (53.2)
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

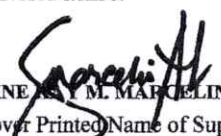
Place of Delivery : <u> </u> Directorate for Logistics, Muntinlupa City Date of Delivery : 15 Calendar days upon receipt of Approved P.O./NTP	Delivery Term : Payment Terms :
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STOCK/Property No.	Unit	Description	Qty.	Unit Cost	Amount
	unit	Sewer Rod 1" width 1/8" thick x 100 ft For the use at Maximum Security Camp. (De-clogging of Manholes and Canals)	1		38,000.00 xxxxxxxxxxxxxx
					38,000.00


Total Amount in Words **Thirty 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:


SHERAINE M. MARCELINO
 Signature over Printed Name of Supplier
12-26-25
 Date

Very truly yours,


GENERAL GREGORIO PIO P. CATAFANG JR., AFP (Ret.), CESE, CCLH
 Signature over Printed Name of Authorized Official
 Director General
 Designation

Fund Cluster : 01
 Funds Available : 38,000.00

ORS/BURS No. : 02-101101-2025-12-6286
 Date of the ORS/BURS : 91 DEC 2025
 Amount : 38,000

MR. JONNEL CESAR A. LAT
 Chief Accountant

