



Republic of the Philippines  
Department of Agriculture

## SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
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Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
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MEMO-VIS-BAC-2023-Dec-055

### NOTICE TO PROCEED

December 28, 2023

#### COPYLANDIA OFFICE SYSTEM CORPORATION

Moreno Bldg., 63 Araneta Street, Bacolod City

ATTENTION: **MARVIN E. JUSON**  
Solutions Consultant


Dear Mr. Juson:

The attached Contract, having been approved, notice is hereby given to COPYLANDIA OFFICE SYSTEM CORPORATION that performance for the Supply and Delivery of One (1) unit Digital Duplicator (Contract No. 2023-COB-24) shall commence effective on the date of receipt of this notice.

Upon receipt of thereof, 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 in the space provided below.

Very truly yours,

  
**PABLO LUIS S. AZCONA**  
Administrator

Date of receipt of this notice:

DECEMBER 29, 2023

Name of authorized representative:

MARVIN E. JUSON

Signature of authorized representative:





SUGAR REGULATORY ADMINISTRATION  
HUMAN RESOURCE & RECORDS SECTION  
DOCUMENT ARCHIVING SYSTEM  
SRA-VIS-1114682



Management  
System  
ISO 9001:2015  
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