



OFFICE OF THE UNIVERSITY PRESIDENT

MS. MARY JOY E. RICONALLA

Brand Head-Iloilo

Microgenesis Software, Inc.

Unit 1202 Paragon Plaza Bldg.

162 Edsa Corner Reliance St., Mandaluyong City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Riconalla:

This Notice to Proceed is hereby given to your company with the attached **Contract Agreement** having been approved with the following details:

Reference No.	:	ISAT U MC-GOODS-2025-03-12
Contract Title	:	Procurement of ICT Supplies and Equipment for Computer Studies
Contract Cost	:	₱ 2,230,790.00
Contract Duration	:	Thirty (30) Calendar Days

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Purchase Order and in accordance with the Implementation Schedule.

Further, you are requested to coordinate with the **Supply Office** with contact # 315-8164 loc. 105 for instructions prior to the delivery of the said project.

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 Iloilo Science and Technology University – Miagao Campus.

Very truly yours,

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

I acknowledge receipt of this Notice on: July 7, 2025

Name of the Representative of the Bidder: Mary Joy E. Riconalla

Authorized Signature: _____