

DAVAO ORIENTAL STATE UNIVERSITY

A university of excellence, innovation, and inclusion



Name of the Contract: GOODS2026-08 – Supply and Delivery of Graduation Paraphernalia and Forms for the Office of the University Registrar
Location of the Contract: DOrSU, Guang-guang, Dahican, City of Mati, Davao Oriental

NOTICE TO PROCEED

27 May 2026

MS. ERLINDA E. PUNZALAN
Proprietress
Erzalan Printing Press
45 Cotabato St., Luzviminda Village
Batasan Hills, Quezon City

Dear *Ms. Punzalan*:

The attached Contract Agreement and Purchase Order having been approved, notice is hereby given to **ERZALAN PRINTING PRESS** that the **GOODS2026-08 – Supply and Delivery of Graduation Paraphernalia and Forms for the Office of the University Registrar** should proceed within seven (7) calendar days from the date you received this Notice.

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 Davao Oriental State University.

Very truly yours,


ROY G. FONCE EdD
SUC President III

I acknowledge receipt of this Notice on (date of receipt) 15 JUNE 2026
Name of the Representative of the Bidder: ERLINDA E. PUNZALAN
Authorized Signature: 