



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**OFFICE OF THE MAYOR**

**NOTICE TO PROCEED**

January 30, 2025

**ARSENIA COMMERCIAL CENTER**  
Looc, Romblon

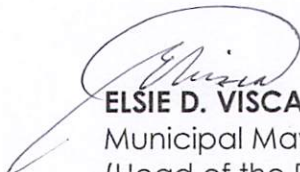
Dear Sir/Madam:

The attached Purchase Order having been approved, notice is hereby given to **ARSENIA COMMERCIAL CENTER** – *Looc, Romblon*, that the **supply & delivery of materials** may commence for the **Rehabilitation of Guinbirayan Local Access Road (Purok Pag-asa) – Phase I** within 30 working days after the receipt of 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 Municipal Government of Santa Fe, Romblon.

Very truly yours,

  
**ELSIE D. VISCA**  
Municipal Mayor  
(Head of the Procuring Entity)

CONFORME:

  
**ARSENIA COMMERCIAL CENTER**  
Looc, Romblon  
Date: \_\_\_\_\_