



# NATIONAL POWER CORPORATION

## NOTICE TO PROCEED

15 November 2021

**MS. MICHELLE CAMILLE ACILO**

Project Support Officer - North  
OTUS COPY SYSTEMS, INC  
10<sup>TH</sup> Flr., MG Tower #75 Shaw Boulevard,  
Mandaluyong City  
Tel. Nos: 8631-9454 loc. 113 / 8535-8731  
Email: [micaacilo.otus@gmail.com](mailto:micaacilo.otus@gmail.com)

**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058207-JAA**

Dear Ms. Acilo:

Pursuant to Purchase Order No. **058207-JAA** in the total amount of **₱ 64,393.75** for the **Supply and Delivery of Document Scanner, High-Speed intended for IPPCM Luzon Visayas Division** under **PR No. HO-LVD21-001**, you are hereby required to effect delivery of the goods within the period specified in the Purchase Order.

Failure to comply with the delivery period from receipt of this Notice to Proceed will result to the imposition of sanctions/penalties as prescribed by law.

Very truly yours,

**USEC. DONATO D. MARCOS**  
Officer-in-Charge

- Cf: Mr. A. P. Japon – VP, Admin & Finance  
Ms. M. B. Guinto – SDM, Admin  
Mr. R. A. Villarin – DM, Logistics  
Mr. C. M. Sayson – Division Manager, IPPCM-LVD

Received and Acknowledged by: MARK CARWIN ARGALON  
Authorized Representative

Date: 11-16-21

BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
Tel. Nos. (632) 921-3541 to 80  
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Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)



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ISO 9001:2015



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