



Final: 6/16/22

## NATIONAL POWER CORPORATION

### NOTICE TO PROCEED

16 June 2022

**MS. CLAIRE B. JOSEPH**

Project Support Officer  
OTUS COPY SYSTEMS, INC.  
10F MG Tower, 75 Shaw Blvd.,  
Mandaluyong City  
Tel. No. 8631-9454 Loc. 113/8535-8731  
Email: [clairebalaguer@yahoo.com](mailto:clairebalaguer@yahoo.com)

**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058415-RSC**

Dear Ms. Joseph:

Pursuant to Purchase Order No. **058415-RSC** in the total amount of **₱ 88,854.00** for the **Supply and Delivery of Printer LaserJet Heavy Duty and Five (5) other items intended for Financial Planning Division under PR No. HO-FPD22-001 (Item No. 1-6)**, 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,

**ALEXANDER P. JAPON**  
Vice President, Admin & Finance

cf: Ms. M. B. Guinto - SDM, Admin  
Mr. R. A. Villarin - DM, Logistics  
Ms. C. M. Villareal- Sr. Financial Analyst-FPD

Received and Acknowledged by: MARIC DARWIN ARGALLON  
Authorized Representative

Date: 06-20-22

BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
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Fax No. (632) 921-2468  
Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)



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