



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Regional Office No. III  
City of San Fernando, Pampanga

February 8, 2024

### Notice to Proceed

**Mr. Rodolfo Pineda Jr.**

Authorized Representative  
LSG Industrial & Office Products Inc.  
Lot 1, Centennial Road Highway, Clark Freeport Zone

Dear Mr. Pineda,

The attached Purchase Order having been approved; notice is hereby given to **LSG Industrial & Office Products Inc.** to proceed with the delivery of 2 units Water Dispenser in the amount of Sixteen Thousand Six Hundred Pesos Only (P16,600.00) effective February 14, 2024.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract Agreement/Purchase Order.

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 COA Regional Office No. III, City of San Fernando, Pampanga.

Very truly yours,

**OMAR S. ROQUE**  
Regional Director

**PAID**  
FEB 26 2024

I acknowledge receipt of this Notice on Feb. 08, 2024  
**LSG Industrial & Office Products Inc.**

Authorized Representative: RODOLFO PINEDA