Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SIARGAO

NOTICE TO PROCEED
November 6, 2026

OPTIMA TYPOGRAPHICS
Near Gaisano Grand, Agus Road,
Sitio Ibabao, Brgy. Basak,
Lapu-Lapu City, Cebu, Philippines

ATTENTION: EDWIN S. VILLAVER
Owner

Dear Sir:

The attached Contract having been approved; notice is hereby given to *Optima Typographics* that work may commence on the procurement for the PRINTING, BINDING, SORTING, AND DELIVERY OF READING AND LEARNING RESOURCES FOR ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM MATERIALS effective on date reckoned from receipt of this notice.

Upon receipt hereof, you are responsible for performing the service under the terms and conditions provided and detailed in the Contract within Thirty (30) calendar days and in accord with the Implementation Schedule previously agreed upon.

Please acknowledge receipt and acceptance of this notice by signing in the space provided below. Kindly return the original to the Schools Division of Siargao.

Very truly yours,

MANUEL O. CABERTE
Schools Division Superintendent

Receipt of NTP is hereby acknowledged.

By: _____
(supplier's signature over printed name)
Date: _____