



Republic of the Philippines  
**MUNICIPALITY OF KAPALONG**  
Province of Davao  
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**OFFICE OF THE MUNICIPAL MAYOR**

July 14, 2025

**MS. VIRGINIA P. GAPUZ**  
Proprietor/General manager  
GREAT BOOKS TRADING  
7B Cavite St. West Ave. Paltok District 1,  
Quezon City

**Madam,**

This is in connection with the approval of your contract for the **Supply and Delivery of following items:**

- Purchase of Various Books

**“NOTICE TO PROCEED”** is hereby given to the above – quoted project.

You may therefore start to deliver on the said Supplies and Materials effective even date and the contract time shall be counted seven (7) days from the said date.

Very truly yours,

**(SGD.) EDGARDO L. TIMBOL**  
Municipal Mayor

Received by:

Name and Signature : \_\_\_\_\_  
Of Authorized Representative : \_\_\_\_\_  
Date : \_\_\_\_\_