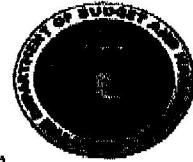




Department of Budget and Management
PROCUREMENT SERVICE
 Regional Depot CAR

8 Gen. Segundo St., Burnham-Legarda, Baguio City
 Telefax: (074) 446-8139 Email: car.psdepot@yahoo.com



7 November 2012

MS. MARY LANG-AYAN
 Schools Division Superintendent
 Department of Education
 Schools Division Office of Baguio City
 Baguio City

Dear Superintendent Lang-ayan:

Greetings!

We would like to express our profound gratitude for the support that Agency has extended to our activities for the past years.

As part of our commitment to continuously upgrade our services, may we invite you or your representative to a "**Roll-Out Awareness Program**" on 16 November 2012 (9:00 AM to 1:30 PM) at the Hotel Supreme Convention Plaza, Magsaysay Avenue, Baguio City to be conducted by the Microsoft Corporation in partnership with the Procurement Service. This Program aims to inform all government instrumentalities of the current Microsoft products and the availment of the same through the Procurement Service. Please confirm your attendees to this event on or before 13 November 2012 by calling (074) 446-8139.

Thank you and we look forward to your participation in this event.

Very truly yours,

LIZA B. FANGSILAT
 Concurrent Depot Supervisor

November 13, 2012

To : All PSDS, Elem. & Secondary
 For information and guidance.

ATTY. AUGUSTIN N. LABAN, III
 OIC, Office of the Schools Div. Superintendent