

July 15, 2024

MARLITO C. UY
General Manager

Thru: **HELEN M. BINANGBANG**
Executive Assistant to the GM

Sir/Madam:

It has been noted that the LGUs from neighboring towns of Alturas Mall-Talibon want to procure retail items from the store thru an institutional account/credit facility. Currently, the store has no institutional account system due to connection limitations of the existing POS system.

With this regard, we would like ask your approval to set up an institutional account system for Alturas Mall-Talibon to facilitate credit transactions and/or bidding transactions with LGUs. This can help to boost the store sales and to assist the local government to have an efficient and convenient procurement projects.

We are hoping for a positive response regarding this matter.

Respectfully yours,



LEVINA P. FLORENOSOS
Mall Manager-Alturas Mall-Talibon

APOLINARION PEÑA
Corporate Bidding Officer

Recommending Approval:



HELEN M. BINANGBANG
Executive Assistant to the GM

Approved by:



MARLITO C. UY
General Manager