



DEVELOPMENT BANK OF THE PHILIPPINES  
 Head Office: Sen Gil J. Puyat Avenue corner  
 Makati Avenue, Makati City, Philippines

**NOTICE TO PROCEED**

**MR. MANOLITO D. FERNANDEZ**  
 Owner  
 Dekalyssa Kitchenette  
 #140 Purok-23 Middle San Carlos Heights  
 Barangay Upper Irisan, Baguio City

Dear Mr. Fernandez:

The attached Purchase Order (PO) No. PO2400005 dated 12 January 2024 in the amount of PESOS: Sixty Three Thousand One Hundred Fifty (₱ 63,150.00) having been approved, Notice To Proceed (NTP) is hereby given to Dekalyssa Kitchenette on the following item/s intended for the Development Bank of the Philippines (DBP):

Item Description	Quantity/Unit
CATERING SERVICES, PER APPROVED TERMS OF REFERENCE	1 LOT
For the conduct of LEAD Reimagined Batch 4 – Module 2: Leadership and Transformation on January 15-17, 2024, DBP Training Complex, Romulo Drive, Baguio City.	

Upon receipt of this notice, you shall be responsible for the complete delivery of the item/s under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this notice by affixing your signature in the space provided below and return to the DBP-Procurement and Inventory Management Department.

Thank you.

Yours truly,

**SIGNED**

**FE B. DELA CRUZ**  
 Vice President  
 Head, Procurement and Inventory Management Department

ACI **SIGNED** ACCEPTANCE:

*Manolito Fernandez* 1/17/24  
 Signature over printed name / Date