



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



## NOTICE TO PROCEED

Date: June 16, 2025

**URBANZO CORPORATION**  
**(CITY GARDEN HOTEL)**  
7870 Makati Avenue corner  
Durban St. Makati City

Attention: **MS. JESSICA ROSS-ANN FRIANEZA**  
Director of Sales

Dear Sir/Ma'am,

The attached Contract Agreement having been approved, notice is hereby given to **URBANZO CORPORATION (CITY GARDEN HOTEL)** that the obligation/agreement may commence upon receipt of this Notice.

Thus, you shall be responsible for performing the services under the terms and conditions of the Agreement.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Development Bank of the Philippines.

Thank you.

Sincerely,

**(SIGNED)**

Officer-in-Charge, Human Resource Management Group

**ACKNOWLEDGEMENT:**

**(SIGNED)**

**MS. JESSICA ROSS-ANN FRIANEZA**  
Sales and Marketing Manager

Date: JUN 16, 2025 Time: \_\_\_\_\_

**Note: Kindly email/fax to sender to acknowledge receipt**

