

June 20, 2025

ATTY. ELMER C. BALBIN

Room 3-11, JDI Building
Galo Street, Bacolod City

Dear Atty. Balbin:

Pursuant to the favorable recommendation of the Bids and Awards Committee (BAC), as approved by the Head of the Procuring Entity (HoPE), of the Contract of Retainership for DBP Bacolod Branch, notice to proceed with the Contract of Retainership for the period January 1, 2025-December 31, 2025 is hereby given.

Thank you.

(SIGNED)

Officer-In-Charge
Legal Services Group¹

Conforme:

(SIGNED)

ATTY. ELMER C. BALBIN
Retainer Lawyer, DBP Bacolod Branch

¹ Per Office Order No. 441 dated October 30, 2024.