



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



NOTICE TO PROCEED

July 28, 2025

BELMONT HOTEL BORACAY

Newcoast Drive, Boracay Newcoast,
Brgy. Yapak, Boracay Island, Malay Aklan

Attention: **MS. MARHINETTE JAVIER**
Sales Executive

Subject: **LEASE OF VENUE FOR THE CONDUCT OF JOINT PLANNING
CONFERENCE AND TEAM BUILDING ACTIVITY FOR CY 2025 -
OFFICE OF THE HEAD, COMPTROLLERSHIP GROUP (OH-CG)
AND ADMINISTRATIVE ACCOUNTING DEPARTMENT (ADAD)**

Dear Ma'am:

The attached Contract Agreement having been approved; notice is hereby given to BELMONT HOTEL BORACAY and that work shall commence upon receipt of this notice.

Thus, you shall be responsible for providing the products and/or 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 or you may email the signed copy to cg@dbp.ph and ngcortez@dbp.ph.

Sincerely,

(SIGNED)

Head, Administrative Accounting Department

(SIGNED)

Head, Comptrollership Group

ACCEPTANCE/CONFIRMATION

(SIGNED)

MS. MARHINETTE JAVIER
Sales Executive