



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



## NOTICE TO PROCEED

**MS. ANNA LUZ M. CABARDO**  
AUTHORIZED REPRESENTATIVE  
GREATSTARX EVENTS CONCEPTS (GEC), INC.  
B60 L14 M. GATMAITAN ST., KATARUNGAN VILLAGE  
MUNTINLUPA CITY 1776

Dear Ms. Cabardo,

The attached Purchase Order (PO) No. PO2500308 dated 16 September 2025 in the amount of PESOS: Seven Hundred Sixty Thousand (P760,000.00) having been approved, Notice to Proceed is hereby given to GREATSTARX EVENTS CONCEPTS (GEC), INC. on the following item/s intended for the Development Bank of the Philippines (DBP):

Item Description	Quantity/Unit
HIRING OF SERVICES OF AN EVENT COORDINATOR, PER TERMS OF REFERENCE	1 LOT
For the conduct of the 2025 Araw ng Kawani Celebration.	

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 this Notice to Proceed to the DBP-Procurement and Inventory Management Department.

Thank you.

Yours truly,

**SIGNED**  
**RONALDO U. TEPORA**  
Senior Vice President  
Acting Head, Corporate Services Sector

**ACKNOWLEDGEMENT/ACCEPTANCE:**

**SIGNED**  
Anna Luz M. Cabardo/16 September 2025

Signature over printed name / Date