



DEVELOPMENT BANK OF THE PHILIPPINES

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



NOTICE TO PROCEED

Date: December 22, 2025

ST. GILES HOTEL (MANILA), INC.
Kalayaan Avenue corner Makati Avenue
Makati City

Attention: **MS. ARLEEN M. DE GUZMAN**
Senior Sales Manager

Dear Sir/Ma'am,

The attached Contract Agreement having been approved, notice is hereby given to **ST. GILES HOTEL (MANILA), INC.** 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)
Head, Human Resource Management Group

ACKNOWLEDGEMENT:

(SIGNED)

MS. ARLEEN M. DE GUZMAN

Sales and Marketing Manager

Date: Dec. 22, 2025 Time: _____

Note: Kindly email/fax to sender to acknowledge receipt