



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



## NOTICE TO PROCEED

30 January 2026

**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: Jan 30, 2026 Time: 2:30 PM

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