



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



NOTICE TO PROCEED

12 February 2026

URBANZO CORPORATION (CITY GARDEN HOTEL)
7870 Makati Avenue corner Durban St.
Makati City

Attention: **MS. GLADYS T. CORPUZ**
Director of Sales

Dear Sir/Ma'am,

The attached Contract Agreement having been approved, notice is hereby given to **URBANZO CORPORATION (CITY GARDEN HOTEL)** 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)

Chief in Charge, Human Resource Management Group
per Office Order No. 032 dated January 19, 2026

ACKNOWLEDGEMENT:

(SIGNED)

MS. GLADYS T. CORPUZ
Director of Sales

Date: February 12, 2026 Time: 10:57AM

Note: Kindly email/fax to sender to acknowledge receipt