



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

October 04, 2022

Date

**MAA GENERAL ASSURANCE PHILS., INC.**

10/F, The Pearl Bank Centre,  
146 Valero Street,  
Bel-Air, Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Insurance Policy for the Accredited Community Disaster Volunteers (ACDV's)** for the use of the **Pasig City Disaster Risk Reduction and Management Office** under **Purchase Request No. 100-22-08-986**, covered by **Purchase Order No. 22-09-1952** has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**

City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO B. MANZANERO**

City Administrator

Conforme:

*Semmiel Santos P. Nigares*  
**Authorized Representative**  
**MAA GENERAL ASSURANCE**  
**PHILS., INC.**

Date:

*Oct. 4, 2022*