



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

September 30, 2022

**FIRST PACIFIC LEADERSHIP ACADEMY, INC.**  
KM 27, Sumulong Highway,  
Sta. Cruz, Antipolo City

**Attention: NORWIN MARK T. SAYNO**

Gentlemen/Mesdames:

We wish to inform you that your contract procured through Negotiated Procurement (Lease of Real Property and Venue) for the **Lease of Venue for the Integrated Planning Course on Incident Command System (Level 2)** for the **Pasig City Disaster Risk Reduction and Management Office** under Lease Contract No. 100-22-09-1206 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:

*Fido by*  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme: *MT*  
**NORWIN MARK T. SAYNO**  
Authorized Representative  
**FIRST PACIFIC LEADERSHIP  
ACADEMY INC.**

Date: September 30, 2022