



OFFICE OF THE MAYOR

NOTICE TO PROCEED

OCTOBER 14, 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 Position Course on Incident Command System Training Course (Level 3)** for the **Pasig City Disaster Risk Reduction and Management Office** under Lease Contract No. **100-22-09-1212** 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 *Victor M. Regis N. Sotto*

By authority of the City Mayor:

ATTY. JERONIMO U. MANZANERO
City Administrator *Jeronimo U. Manzanero*

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

Date: OCTOBER 14, 2022