



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

06 DEC 2022

**HOLIDAY INN & SUITES MAKATI**

Palm Drive, Ayala Center,  
San Lorenzo, Makati City

Attention: **CHARM BALUYUT**

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 Year-End Evaluation of the Office of the City Mayor** for the **City Mayor's Office** under Lease Contract No. 100-22-10-6368 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 U. MANZANERO**  
City Administrator

Conforme:   
**CHARM BALUYUT**  
Authorized Representative  
**HOLIDAY INN & SUITES MAKATI**

Date: 06 December 2022