



**NOTICE TO PROCEED**

November 04, 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 5-Days All Hazard Incident Management Team Training (Level 4)** for the **Pasig City Disaster Risk Reduction and Management Office** under Lease Contract No. **100-22-09-1208** 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:

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

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

Date: November 04, 2022