



**NOTICE TO PROCEED**

07 SEP 2023

**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 Auditing the GAD Program and Process through Gender Analysis Seminar Workshop for Internal Audit Service Unit** under Lease Contract No. **100-23-06-1457** 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:   
**NORWIN MARK T. SAYNO**  
Authorized Representative  
**FIRST PACIFIC LEADERSHIP  
ACADEMY INC.**

Date: Sept 7, 2023