



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

**NOTICE TO PROCEED**

April 21, 2025

**MS. KATE VELILLA**

Sales Executive

**CANYON COVE HOTEL & SPA**

Far East Road Brgy. Piloto Wawa,  
Nasugbu Batangas

Dear Ms. Velilla:

Please be informed that the Contract Agreement for the **LEASE OF VENUE WITH THE FOOD AND ACCOMMODATION FOR THE 9<sup>TH</sup> NATIONAL MANAGEMENT COMMITTEE (MANCOM) MEETING ON APRIL 22-23, 2025** has been duly signed by the contracting parties and approved. In view thereof, notice is hereby given to your company to comment on **APRIL 22-23, 2025** and that work may proceed effective immediately upon receipt of this notice.

Further, please be reminded that you shall be responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **DepEd, Regional Office IV-A CALABARZON**.

Very truly yours,

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

Regional Director

I acknowledge receipt of this Notice on APRIL 21, 2025

Name of the Representative of the Bidder: Kate V. VELILLA

Authorized Signature: Kate V.

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