



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**NOTICE TO PROCEED**

**Mr. ELMER T. RAMOS**  
*Assistant Finance Manager*  
**NEW COAST HOTEL MANILA**  
1619 M. Adriatico corner  
Pedro Gil St., Manila

Dear **Mr. Ramos**:

In connection with the Contract for the lease of venue for the conduct of the **Cybercrime Strategy Workshop on 20-21 June 2023** in the amount of **One Hundred Nine Thousand Five Hundred Pesos (₱ 109,500.00)**, notice is hereby given to **New Coast Hotel** to proceed with the performance of the agreed service upon receipt hereof, in accordance with the terms and conditions provided in the said Contract and the schedule requirement as herein provided:

LOT NO.	DESCRIPTION	DATES	CONTRACT PRICE
1	Accommodation for 35 pax for 2 nights	20-21 June 2023	₱ 109,500.00
	Meals (AM/PM Snacks, Lunch, Dinner)		

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 Procurement Management Division.

Very truly yours,

**JESSE H.T. ANDRES**

*Undersecretary*

*Head of the Procuring Entity*

As per DO No. 292 dated 01 July 2022

Conforme:

Elmer T. Ramos

08 JUN 2023

Printed name and signature of the representative