



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

**NOTICE TO PROCEED**

**Ms. JUDITH A. DONGALLO-CHICANO**  
*Regional Director*  
**CIVIL SERVICE COMMISSION**  
**NATIONAL CAPITAL REGION**  
25 Kaliraya Street, Brgy. Doña Josefa  
Quezon City

Dear Ms. Dongallo-Chicano:

The attached Memorandum of Agreement No. LD Course No. 11, s. 2023 in the amount of **Three Hundred Fifteen Thousand Pesos (P315,000.00)** for the **conduct of in-house training/seminars of Officials and employees of the Department for CY 2023** having been approved, notice is hereby given to the **Civil Service Commission** to proceed with the delivery of service in accordance with the terms and conditions provided in the said Memorandum of Agreement and the schedule requirement herein specified:

ITEM NO.	DESCRIPTION	QUANTITY/UNIT	DATE OF CONDUCT
1	Values Orientation Workshop	30 pax	17-19 July 2023
2	Basic Customer Service Skills	30 pax	15-16 August 2023

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:

27 JUN 2023

**JUDITH A. DONGALLO-CHICANO**  
*Director IV*

Printed name and signature of the representative