



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

NOTICE TO PROCEED

05 January 2016

MR. ROMEL G. FELIX

Sole Proprietor

Melix Manpower & Janitorial Services
25 Aquamarine St. Emapalico Homes,
Las Piñas City, NCR 4th District

Dear **Mr. Felix**:

The attached Contract Agreement having been approved, notice is hereby given to **MELIX MANPOWER & JANITORIAL SERVICES** that delivery of janitorial services requirement of the PCOO shall commence on **16 January 2016**.

Thus, you shall be responsible for the delivery of the goods and the performance of the services under the terms and conditions of the Contract 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 PCOO.

Sincerely,

ATTY. JESS ANTHONY Q. YU

*Undersecretary for Administration and Finance
and BAC Chairman*

Conforme:

Romel G. Felix

Date: JAN. 5, 2016 (1:45 pm)