



**DEPARTMENT OF FOREIGN AFFAIRS**  
**KAGAWARAN NG UGNAYANG PANLABAS**

**NOTICE TO PROCEED**

**Sir:**

Please be informed that pursuant to the Notice of Award dated 04 December 2017, signed by the Undersecretary for Administration and Head of the Procuring Entity, you are hereby given this Notice to Proceed to draft the DFA Employee Handbook in the total amount of *Three Hundred Sixty-Three Thousand Pesos* (PhP 363,000.00) only, inclusive of all taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Very truly yours,

A handwritten signature in black ink, reading "Linglingay F. Lacanlale", is positioned above the printed name.

**LINGLINGAY F. LACANLALE**  
Undersecretary for Administration  
and Head of the Procuring Entity

**Mr. Felipe F. Salvosa II**  
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