



November 15, 2021

## NOTICE TO PROCEED

**CICP. LEARN BUSINESS MANAGEMENT CONSULTANCY CO.**

Unit 2 | Lee Gardens Commercial Center, Shaw Boulevard  
Brgy. Addition Hills, Mandaluyong City

**THRU: MS. JOWENA T. MANALAC**

Authorized Representative  
CICP Learn Business Management Consultancy Co

Dear **Ms. Manalac**,

The attached **Purchase Order / Contract Agreement** having been approved, notice is hereby given to **CICP. LEARN BUSINESS MANAGEMENT CONSULTANCY CO.** Performance may commence on the Contract for **Procurement of Training Service Provider for the Conduct of Webinar / e-Learning on Customer Service in the new Normal** under Purchase Request No. 2021-10-091 dated 14 October 2021) effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT
Procurement of Training Service Provider for the Conduct of Webinar / e-Learning on Customer Service in the New Normal	<b>₱ 55,000.00</b> (VAT Inclusive)
No of Batches: Two (2) Batches	
No. of Participants per Batch: Thirty (30) participants	
Duration: 3 hours (1:00-4:00 P.M.)	

**IMPLEMENTATION PERIOD:** 30 calendar days upon receipt of a copy of the Notice to Proceed (NTP)

**TARGET DATE OF WEBINAR(S):** November 18, 2021 (1<sup>st</sup> batch)  
November 25, 2021 (2<sup>nd</sup> batch)

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and In accordance with the Delivery 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 **Commission on Filipinos Overseas**.

Very truly yours,

**ATTY. WENDELL V. DIMACULANGAN**  
Head Executive Assistant

I acknowledge receipt of this notice on : November 16, 2021  
Name of the Representative of the Bidder : JOWENA T. MANALAC  
Authorized Signature : [Signature]  
The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.