



**NOTICE TO PROCEED**

Received by: *[Signature]* 11/14/24

**PATRICK V. RAMOS**  
Authorized Representative  
**DOÑA ALEJANDRA, INC.**  
G/F ESNA Bldg. #30 Timog Ave.  
Brgy. Laging Handa, Quezon City

Dear **MR. RAMOS**:

The attached Contract Agreement having been approved, notice is hereby given to **DOÑA ALEJANDRA, INC.** that services may be rendered on the **Procurement for the Enhancement of Human Resource Information System (HRIS) (DOT-BAC IB NO. 2024-017)**, effective for a duration of **six (6) months from issuance of this notice.**

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 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 Department of Tourism.

**Very truly yours,**

**By Authority of the Secretary**  
**(per Department Order No. 2023-0095)**

*[Signature of Shereen Gail Yu-Pamintuan]*

**ATTY. SHEREEN GAIL YU-PAMINTUAN**  
*Undersecretary for Administration and Finance*  
Department of Tourism

I acknowledge receipt of this Notice on

Name of the Representative of the Bidder

Authorized Signature

November 11, 2024  
PATRICK V. RAMOS  
*[Signature]*