



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**OFFICE OF TRANSPORTATION COOPERATIVES**

04 November 2024

**MS. ASHLEY RANISES**

Assistant Manager

**PHILTOWN HOTEL**

Apolinar Velez Makahambus Sts., Barangay 16,  
Cagayan De Oro City, Misamis Oriental 9000

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. Ranises**:

This has reference to our award of contract to your company for the **Lease of Venue inclusive of Meals with Complete Facilities for the Regional TC PTMP Compliance Monitoring Action Scheming Conference in Cagayan De Oro-(Region IX & X)** to be held on November 19-20, 2024 in the amount of Ninety Eight Thousand Three Hundred Seventy Pesos (**Php 98,370.00**), inclusive of appropriate EWT and VAT government withholding taxes, has been accepted and approved pursuant to OTC-Bids and Awards Committee Resolution No. 035, series of 2024.

In relation thereto, notice is hereby given to your company that the performance of the obligations specified in the attached contract shall commence immediately.

Please acknowledge receipt and acceptance of this Notice by signing at the portion provided below. Keep a duplicate copy and return the original copy to this Office the soonest possible time.

Thank you very much.

Very truly yours,

  
**REYMUNDO D.J. DE GUZMAN, JR.**

Chairperson

Head of the Procuring Entity

Conformed:

  
**MS. ASHLEY RANISES**

Assistant Manager

Date: Nov 8, 2024