



Republic of the Philippines  
**Benguet State University**  
2601 La Trinidad, Benguet



*Office of the University President*  
**NOTICE TO PROCEED**

**The Manager**  
Potel Resort Management  
Inc./ Ion Hotel  
56, Legarda Road, Burnham  
Baguio City

Dear Maám/Sir,


The attached Contract Agreement having been approved; notice is hereby given to your firm the **Lease of Venue for the Building-up Advocacy on Watershed Management Towards Environmental Sustainability** with **PO #:2024-SP-162** to the University upon receipt of this notice.

You shall comply with the terms and conditions of the Agreement 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 University.

Very truly yours,

  
**FELIPE SALAINIG COMILA**  
University President

**CONFORME/AWARD ACCEPTED**  
Authorized Signature   
Name of the Representative of the Bidder DONNA MAE MURO  
I acknowledge receipt of this Notice on DATE 8, 2024