

12 September 2022

**ODV CREATIVE MEDIA, INC.**  
1006, 88 Corporate Center, Sedeno Street,  
Salcedo Village, Makati City

Attn: **RICHARD J. ALARCON**  
Managing Director

**NOTICE TO PROCEED**

The attached Contract having been approved, notice is hereby given to **ODV CREATIVE MEDIA, INC.**, that work may commence, effective after the receipt of this notice, on the Contract for the **HIRING OF A CONTENT PRODUCER FOR THE DEPARTMENT OF TRADE AND INDUSTRY – REGIONAL OPERATIONS GROUP CONTENT CREATION PROJECT**, in the amount of **NINE MILLION ONE HUNDRED EIGHT THOUSAND SIX HUNDRED PESOS (PHP9,108,600.00)**.

Thus, you shall be responsible in performing the services under the terms and conditions of the Contract and with the timeline schedule.

Please acknowledge receipt and acceptance of this notice by signing in the space provided below.

Approved by:

**ASSISTANT SECRETARY GLENN G. PEÑARANDA**  
Officer-in-Charge, Trade Promotions Group

**DEPUTY EXECUTIVE DIRECTOR MA. LOURDES D. MEDIRAN**  
Officer-in-Charge, CITEM

I acknowledge receipt of the Notice on: \_\_\_\_\_

Name of Representative of the Bidder: **RICHARD J. ALARCON**

Authorized Signature : \_\_\_\_\_