



**MR. RICHARD ALARCON**  
Authorized Representative  
**ODV CREATIVE MEDIA, INC.**  
Suite 7C, LPL suite Greenbelt  
112 Legaspi Street, Legaspi Village  
Makati City

Dear **Mr. Alarcon:**

The attached Contract Agreement having been approved, notice is hereby given to **ODV CREATIVE MEDIA, INC.** that work may commence on the **Procurement of Consulting Services for Local Public Relations (DOT-SBAC REI No. 2023-007)**

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,**

  
**VERNA ESMERALDA C. BUENSUCESO**  
OIC-Undersecretary  
Department of Tourism

I acknowledge receipt of this Notice on

August 22, 2023

Name of the Representative of the Bidder

Richard Alarcon

Authorized Signature

  


