



Republic of the Philippines  
 Department of Education  
 Procurement Management Service  
**CONTRACT MANAGEMENT DIVISION**



Room M-509 Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telefax No.: (02) 8635-3762 Email Address: procrms.cmd@deped.gov.ph

**MEMORANDUM**

For :  **ATTY. SALVADOR C. MALANA III**  
 Assistant Secretary  
 Procurement and Administration

From :  **ADONIS R. BARRAQUIAS**  
 Chief Administrative Officer

Subject : **Request for Signature on the Notice to Proceed (NTP) and the Notice to Supplier to Sign the NTP**

Project : **Procurement of Individual Consultant to Fill Up EPDU Position as Portfolio and Process Management (PPM) Specialists**

Project No. : **2019-10-EPDU(018)-BIV-NPHTC-069-C040**

Date : **December 26, 2019**

Pursuant to item no. 4.3.4 of DepEd Order No. 67 s. 2016, this Office respectfully forwards the hereto attached NTP and the notice to supplier to sign the same for your signatures. The details of the NTP are as follows:

Consultant	Contract No.	Contract Price (PhP)	Contract Duration
Michelle Laurice C. Aguas	2019-10-EPDU(018)-BIV-NPHTC069-C040	PhP52,783.00/month	Until December 31, 2019

Enclosed is a copy of the signed contract received by this Office on December 26, 2019, for ready reference.

- Encl.:
- 1) Notice to Supplier to sign NTP;
  - 2) Notice to Proceed; and
  - 3) Copy of Signed Contract

DepEd - CMD  
**RECEIVED**  
 DEC 27 2019  
**2019122705**  
 Doc. No.: CMD \_\_\_\_\_  
 By:  \_\_\_\_\_  
 Time: 10:17AM  
 SOURCE = OASPA (GEN)



Republic of Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY  
FOR PROCUREMENT AND ADMINISTRATION

**NOTICE TO PROCEED**

DEC 27 2019

Date

**MICHELLE LAURICE C. AGUAS**  
Consultant  
491 Kayumangi St., Mandaluyong City

Project No. : **2019-10-EPDU(018)-BIV-NPHTC-069**

Project : **Procurement of Two (2) Individual Consultants to Fill Up EPDU Position as Portfolio and Process Management (PPM) Specialists**

Dear Ms. Aguas:

The attached Contract No. **2019-10-EPDU(018)-BIV-NPHTC-069**, in the amount of **Philippine Pesos Fifty Two Thousand Seven Hundred Eighty-Three Pesos and 00/100 (PhP52,783.00)** only @**PhP52,783.00/month** until December 31, 2019, having been approved, this Notice is hereby issued to you that the performance of your contractual obligations as the Consultant for Portfolio and Process Management (PPM) Specialist shall commence effective from date of receipt of this Notice.

Therefore, you are responsible for performing said obligations in accordance with the terms, conditions and implementation schedule of the Contract.

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

Very truly yours,

**ATTY. SALVADOR C. MALANA III**  
Assistant Secretary for  
Procurement and Administration

I acknowledge receipt of this Notice on: 12/27/19

Name of Consultant: MICHELLE LAURICE C. AGUAS

Signature: Melaguas