



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



20 January 2026

NOTICE TO PROCEED

Ms. GINA O. RAMOS
 President and General Manager
EXCELLENT GENERAL SERVICES, INC.
 28 Evangeline Reyes St.
 BF Resort Village
 Talon II, Las Piñas City

Dear **Ms. Ramos**,

The attached Contract having been approved; notice is hereby given to **EXCELLENT GENERAL SERVICES, INC.** that performance on the **"Provision of One (1) Lot Janitorial Services for CY 2026"** in an amount of **Three Million Nine Hundred Sixty-Two Thousand Four Hundred Ninety-Six Pesos Only (₱3,962,496.00)** shall commence effective on the date of issuance of this Notice.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions provided in the **Contract Agreement for the Provision of One (1) Lot Janitorial Services for CY 2026.**

Please acknowledge receipt of this notice by signing on the space provided below.

Respectfully,


FRANZ A. DE LEON, Ph.D. Digitally signed by Jeffrey A. Aboret
 Director

DATE OF ISSUANCE:
23 JAN 2026

RECEIVED BY: 
GINA O. RAMOS
 Signature over Printed Name

JANUARY 23, 2026
 Date and Time