



January 05, 2026

**NOTICE TO PROCEED**

**SKYSCRAPER CONSTRUCTION AND ENGINEERING SERVICES**

BRGY. UNO POBLACION,  
 BUENAVISTA, MARINDUQUE

Madam/Sir:

This is to inform you that the Contract for the Implementation of the **CONSTRUCTION OF CSIS OFFICE BUILDING AT MARINDUQUE AIRPORT** has been approved by the concerned authorities of Civil Aviation Authority of the Philippines Area Center III in the amount of **TWO MILLION TWO HUNDRED NINETY-EIGHT THOUSAND FOUR HUNDRED FIFTEEN PESOS AND 16/100. (Php 2,298,415.16)**.

Accordingly, you are hereby directed to commence the work in accordance with the terms and conditions as stipulated in the Contract, and that the date of commencement shall be no later than **SEVEN (7)** calendar days after your receipt of this letter, to be completed within **NINETY (90)** calendar days.

For accounting purposes, you are hereby required to submit the following documents which will form part of the attachments needed for the processing of payments:

1. Photocopy of Identification Card (I.D.) or Community Tax Certificate (cedula) of the worker.
2. Photocopy of the daily log of the workers during project implementation.

Your written acknowledgement of receipt and acceptance of the above are requested by return, through signature of your authorized representative in the space indicated below.

Very truly yours,

  
**GLENN D. TRIPULCA**  
 Civil Aviation Area Manager  
 Area Center III - Clark

Received by : ENGR. JEMMAR S. SAPORNA  
 Designation : General Manager/Owner  
 Date : January 12, 2026  
 Time : 4:23 PM