



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION  
Regional Office III

**NOTICE TO PROCEED**

November 30, 2023

**MS. MA. KAREN JOY VILLADOR**  
Banquet Sales Account Manager  
Best Western Hotel Metro Clark

**Dear Ms. Villador**

Notice is hereby given to **Best Western Hotel Metro Clark, Savers Mall, bldg, Mc Arthur Highway, Balibago, Angeles City, Pampanga** for the conduct of **UniFAST Workshop of Media Production** on **December 4-7, 2023** effectively from receipt of this Notice.

From the receipt of this notice, you are fully responsible to perform the services under the terms and conditions specified in the Purchase Order and in accordance with the implementing schedule mutually agreed upon thereof.

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

Very truly yours,

**MS. LORA L. YUST**  
Chief Education Program Specialist  
Officer-In-Charge, Office of the Director IV

CONFORME:

**MA. KAREN JOY VILLADOR**  
PRINTED NAME/POSITION

SIGNATURE

**NOVEMBER 30, 2023**  
DATE