



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**



**NOTICE TO PROCEED**

January 24, 2025

**MR. RALPH LAURANE SAN MIGUEL**

Sole Proprietor

**Xentro Pro Sounds and Lights Rental**

536 Nueve de Febrero, Brgy. Additionhills,  
Mandaluyong City

**Dear Mr. San Miguel:**

Notice is hereby given to **Xentro Pro Sounds and Lights Rental** that performance for the project: **"Rental of Lights, Sounds and Equipment for the Celebration of the PSC 35th Year Anniversary"** shall commence effective immediately after receipt of this notice, based on the required scheduled date and upon proper coordination with the requesting party.

As such, the **Xentro Pro Sounds and Lights Rental** is responsible for performing the required services as stipulated under the terms and conditions of the attached Contract and in accordance with the Implementation Schedule as noted.


Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following after rendering full service of the **"Rental of Lights, Sounds and Equipment for the Celebration of the PSC 35th Year Anniversary"**:

1. Letter of Request for Payment
2. Statement of Account / Billing

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman

Conforme:

  
**MR. RALPH LAURANE SAN MIGUEL**  
Sole Proprietor  
**Xentro Pro Sounds and Lights Rental**  
536 Nueve de Febrero, Brgy. Additionhills,  
Mandaluyong City

01-24-2025  
Date