



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**

Regional Office No. VIII  
DENR Compound, Jones Extension, Tacloban City  
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April 26, 2022

RECEIVED  
DATE: 4-26-2022  
TIME: 4:45

**BENEDICTO T. OCHEA**  
Proprietor/Gen. Manager  
TCO Janitorial Services  
Brgy. 33, 116 Avenida Veteranos  
Tacloban City

Dear Sir:

The extension for janitorial services between TCO Janitorial Services and Environmental Management Bureau R8 was requested last March 29, 2022 and will expire on April 30, 2022. Due to unforeseen circumstances, the preparation for the procurement of Janitorial Services was delayed, thus, we are requesting for another contract extension starting May 1, 2022 until the completion of the procurement activity.

We value our great partnership and hope for your consideration on this matter.

For more information, you may contact Ms. Juvy J. Pinson at (053) 832-2319. We are hoping for your immediate response on this request.

Thank you and more power.

"For and in the absence of the Regional Director"

  
**ENGR. MA. CORAZON G. DACUYAN**  
Chief, Finance and Administrative Division