



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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email: emb8\_emb8@yahoo.com

March 29, 2022

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

ENVIRONMENTAL MANAGEMENT BUREAU  
RELEASED BY:   
DATE: 3/30/2022  
TIME: 8:37am

Dear Sir:

The contract for janitorial services between TCO Janitorial Services and Environmental Management Bureau R8 expires on March 31, 2022. In order to give adequate time to prepare and review for the procurement of Janitorial Services for the year 2022, we are respectfully requesting for an extension of services until April 30, 2022.

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”

  
FOR: MANUEL J. SACEDA, JR.  
OIC-Chief, Environmental Monitoring and Enforcement Division  
OIC-Office of the Regional Director ✓ α