



Office of the President  
**NATIONAL HOUSING AUTHORITY**



21 January 2021

**ATTY. ELMAR A. PANOPIO**  
General Manager  
**E.S.P. COLLECTION AGENCY**  
3<sup>rd</sup> floor AZPHI Building  
2840 E. Zobel cor. Ma. Aurora St.,  
Brgy. Poblacion, Makati City

**NOTICE TO PROCEED**

Account Administration and Management of NHA NCR West Sector  
Various Projects under Service Provider located in Smokey Mountain Development  
and Reclamation Project (SMDRP), Tondo, Manila

**Dear Atty. Panopio:**

This is to inform you that the contract for the above-mentioned project with this Authority has been duly notarized under the principle of "NO COLLECTION, NO FEE" Policy to be paid based on the following schedule, to wit;

<u>Services</u>	<u>Compensation Payment</u>
Account Administration and Management (Billing Notices Delivered)	Admin Fee of ₱5.00 per endorsed account
New and Up-To-Date accounts & Accounts in Arrears (1-90 days)	Eight percent (8%) of Gross Collection
Account in Arrears (91 days & above)	Ten percent (10%) of Gross Collection

Commencement of the Services shall be undertaken not later than thirty (30) days from signing of the Service Agreement and complete the same within **three (3) years**, subject to performance evaluation/monitoring every six (6) months, unless an extension is granted in writing or the contract is earlier terminated.

In this regard, please acknowledge receipt of the duly notarized contract document which shall serve as the basis of your start-up date.

Very truly yours,

  
**LUZ U. EVANGELISTA**  
Regional Manager, NCR West Sector

Acknowledgement of Receipt:

**ATTY. ELMAR A. PANOPIO**  
Date: January 21, 2021