



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1**

OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union

Reference No.: 2021-12-0096

Date Issued: DEC 02 2021

## NOTICE TO PROCEED

**MS. MELANE M. WATKINS**

Owner/Manager

EM ROYALLE

San Juan, La Union

Dear **MS. WATKINS:**

This pertains to the award of contract to **Provision of Venue including Meals, Accommodation and Transportation for the Conduct of the Year-End Assessment and Planning Session for CY 2022** pursuant to Resolution No. OCD-RO-I-12-0187, s. 2021.

With the Purchase Order having been approved, notice is hereby given to your business organization to proceed with the delivery of services and goods on December 3-5, 2021 with the contract price of **One Hundred Ninety-One Thousand and One Hundred Forty Pesos (P191,140.00) only** and hereby expected to execute the terms and conditions stipulated therein.

Please acknowledge receipt and acceptance of this notice by signing the portion provided below. Also, kindly return one (1) of the original copies immediately after.

Very truly yours,

  
**EUGENE G. CABRERA**  
Regional Director

Conforme:

Authorized Representative of Bidder:

Date:

  
Melane Watkins

(Signature over Printed Name)

DEC. 2, 2021

**E – Excellence P – Professionalism I – Integrity C – Commitment**

Telephone Number: (072) 619-5624 | Mobile Numbers: 0917-300-5096 (Globe); 0920-919-1054 (Smart) |

E-mail Addresses: [region1@ocd.gov.ph](mailto:region1@ocd.gov.ph); [ocdro1@yahoo.com](mailto:ocdro1@yahoo.com) | Facebook: Civil Defense Ilocos-Pangasinan Region  
Website: [www.ocd.gov.ph](http://www.ocd.gov.ph); [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph)