



Republic of the Philippines  
Department of National Defense

**OFFICE OF CIVIL DEFENSE**

Caraga Region

109 T. Calo St., Butuan City

Tel/Fax. No. (085) 342-8753 / 341-8629 / 341-4015

E-mail Address: civildefensecaraga@gmail.com

## NOTICE TO PROCEED

December 03, 2020

**MS. JANICE L. RAMOS**

Authorized Representative

**Compañero Commercial**

Lopez Jaena St., Butuan City

Dear Ms. Ramos:

Please be informed that the **Purchase Order No. 2020-12-02** dated **December 03, 2020** prepared in your favour with the amount of **Forty-Nine Thousand Pesos Only (P 49,000.00)**, is hereby approved.

May we request you or your authorized representative to receive this notice and the approved Purchase Order not later than three (3) days reckoned from the date of this notice.

Furthermore, be reminded that failure on your part to receive document on the specified date is a ground for cancellation of the aforesaid Purchase Order.

**AIZY LYN R. PAGLINAWAN**

Designated Procurement Officer

I acknowledge receipt of this Notice on (Date) :

Name of Authorized Representative :

Signature :

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