



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE-REGION XI

Door 210, 2nd Floor, LDL Building, CPG Highway,
Brgy. Communal, Buhangin District, Davao City
Telefax Nos. (082)-297-7915 (082) 297-7479

February 12, 2021

NOTICE TO PROCEED

The Ritz Hotel at Garden Oases

Porras St, Cor Ignacio Villamor St, Barrio Obrero, Davao City
(082) 249-8745

Dear Maam,

Please be informed that the Purchase Order No. 2021-02-020 dated February 12, 2021 prepared in your favor to be used for the Provision of Meals, Snacks and Meeting Venue for the 1-Day Gawad Kalasag Seal Orientation on February 12, 2021 in the amount of Twenty Six Thousand Nine Hundred Forty Pesos Only (Php **26,940.00**) 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) working 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.

Very truly yours,


DIR. MANOLITO P. ORENSE
Regional Director

I acknowledge receipt of this Notice on _____
Name of Authorized representative JOSEPHINE A. UY
Authorize Signature _____