



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 8, 2021

NOTICE TO PROCEED

Davao Excel Ventures Corp.

635 Porras St, Poblacion District, Davao City
(082) 224-1402

Dear Maam,

Please be informed that the Purchase Order No. 2021-02-012 dated February 8, 2021 prepared in your favor to be used for the Provision of Meals for 26 OCD XI Personnel during the Monthly Staff Meeting from February – December 2021 in the amount of One Hundred Fifty Seven Thousand Three Hundred Pesos Only (Php **157,300.00**) 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
Authorize Signature 