



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

March 3, 2021

NOTICE TO PROCEED

Prince Educational Supply

132 Bolton St, Poblacion District, Davao City
(082) 226-3617

Dear Maam,

Please be informed that the Purchase Order No. 2021-03-031 dated March 3, 2021 prepared in your favor to be used for the Commonly used supplies for OCD XI for 1st Quarter CY 2021 (January-March) in the amount of Nineteen Thousand Two Hundred Thirty-Eight & 75/100 Pesos Only (Php **19,238.75**) 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 3-2-21
Name of Authorized representative Evangeline S. Peña
Authorize Signature 