



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

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

March 18, 2021

**NOTICE TO PROCEED**

**Starbright Office Depot Inc.**

V. Mapa St., Poblacion District,  
Davao City  
(082) 221-1798

Dear Ma'am/Sir,

Please be informed that the Purchase Order No. 2021-03-065 dated March 18, 2021 prepared in your favor to be used for the Provision of Janitorial Supplies for the management maintenance of the Isolation Facilities in Carmen, Davao del Norte in the amount of Four Hundred Eleven Thousand Five Hundred Ninety Four Pesos Only (Php **411,594.00**) 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 03-23-2021  
Name of Authorized representative Quennit Lawan  
Authorize Signature 