



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 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. 2021-03-071 dated March 18, 2021 prepared in your favor to be used for the Provision of Electric Fan for the management maintenance of the Isolation Facilities in Carmen, Davao del Norte in the amount of Fifty Four Thousand Seven Hundred Twenty Five Pesos Only (Php **54,725.00**) 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 QUINTE LAWAN
Authorize Signature 