



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

May 24, 2021

NOTICE TO PROCEED

Seda Abreeza Hotel

J.P Laurel Ave., Bajada, Brgy. 20-B, Poblacion District, Davao City
(082) 244-3000

Dear Maam,

Please be informed that the Purchase Order No. 2021-05-118 dated May 24, 2021 prepared in your favor to be used for the Provision of Meals & Training Venue for Instructors involved in the 3-Day PSCP Training Course on 25-27 May 2021 in the amount of Twelve Thousand Six Hundred Pesos Only (Php **12,600.00**) 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 May 25, 2021
Name of Authorized representative Kathy Namua
Authorize Signature [Signature]