



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

December 12, 2020

NOTICE TO PROCEED

Oyet Award Craft

51 Bolton Extension, Brgy 1-A, Davao City
(082) 333-5994

Dear Maam,

Please be informed that the Purchase Order No. 2020-12-178 dated December 12, 2020 prepared in your favor to be used for Provision of Plaque of Appreciation for the RDRRMC XI Members for CY 2020 in the in the amount of Sixty Five Thousand Pesos Only (Php **65,000.00**) 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 Emy D. Policarpio
Authorize Signature _____