



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

December 29, 2020

**NOTICE TO PROCEED**

**Malagos Garden Resort Inc.**

Baguio District, Calinan-Baguio-Cadalian Road, Davao City  
(082) 221-1545

Dear Maam,

Please be informed that the Purchase Order No. 2020-12-181 dated December 29, 2020 prepared in your favor to be used for Provision of Token to be given to the RDRRMC member agencies on December 30, 2020 in the in the amount of Sixty Eight Thousand Pesos Only (Php **68,000.00**) 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 ANNALYN G. ORTILANO  
Authorize Signature 