



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 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. 2020-12-182 dated December 29, 2020 prepared in your favor to be used for Provision of Token to be given to the OCD XI Personnel on December 29, 2020 in the in the amount of Twenty Three Thousand Pesos Only (Php **23,000.00**) 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 ANNAPUN LO ORTIANO
Name of Authorized representative _____
Authorize Signature _____