



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

August 16, 2021

**NOTICE TO PROCEED**

**Hagtags Printing Services**

#88 Phase 1 Ecoland, Quimpo Blvd, Davao City  
(082) 228-8374

Dear Maam,

Please be informed that the Purchase Order No. 2021-08-205 dated August 16, 2021 prepared in your favor to be used for the Purchase of OCD XI Polo Shirt for Gender Sensitivity Training (GST) for OCD XI Personnel cum OCD 67th Founding Anniversary in the amount of Fourteen Thousand Three Hundred Pesos Only (Php **14,300.00**) 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 Lady Grace S. Tiangon  
Authorize Signature 