



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 20, 2021

NOTICE TO PROCEED

Davao PC Supply

0232 Silver Right St., San Rafael Village, Davao City
(082) 224-6791

Dear Sir/Maam,

Please be informed that the Purchase Order No. 2021-12-331 dated December 20, 2021 prepared in your favor for the Procurement of Hard Drive (External) 1 Terabyte for OCD XI Personnel in the amount of Eighty Four Thousand One Hundred Pesos Only (Php **84,100.00**) 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

Authorize Signature

12/22/21

Alvin Angelo D. Rusiana