



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

October 20, 2021

NOTICE TO PROCEED

Starbright Office Depot

V. Mapa St., Brgy. 12-B, Poblacion District, Davao City
(082) 221-1798

Dear Ma'am/Sir,

Please be informed that the Purchase Order No. 2021-10-270 dated October 20, 2021 prepared in your favor to be used for the Procurement of 4th Quarter Commonly Used Supplies in the amount of Thirty Three Thousand Two Hundred Eighty Five & .05/100 Pesos Only (Php **33,285.05**) 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 10/21/2021
Name of Authorized representative ANDRESA-FER DURAN
Authorize Signature 