



Republic of the Philippines  
Department of National Defense

**OFFICE OF CIVIL DEFENSE**

Caraga Region

109 T. Calo St., Butuan City

Tel/Fax. No. (085) 342-8753 / 341-8629 / 341-4015

E-mail Address: civildefensecaraga@gmail.com

## NOTICE TO PROCEED

January 11, 2020

**MELISSA JUNE O. GUILLARTE**

Authorized Representative

**Ferryphoebe Food, Cake and Event Services**

114 Santan St., Villa Kananga, Butuan City

Dear Ms. Guillarte:

Please be informed that the **Purchase Order No. 2021-01-01** dated **January 11, 2021** prepared in your favour with the amount of **Twenty Thousand Pesos Only (Php 20,000.00)** is hereby approved.

May we request you or your authorized representative to receive this notice and the approved Purchase Order not later than two (2) 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.

  
**AIZY LYN R. PAGLINAWAN**

Designated Procurement Officer

I acknowledge receipt of this Notice on (Date) :

January 11, 2021

Name of Authorized Representative :

MELISSA JUNE GUILLARTE

Signature :

MJG