



Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Caraga Region

109 T. Caio St., Butuan City  
Tel/Fax. No. (085) 342-8753 / 341-8629 / 341-4015  
E-mail Address: civildefensecaraga@gmail.com

## NOTICE TO PROCEED

April 23, 2020

**Gonzalo R. Novales Jr.**  
Manager

Philand Pharmacy and General Merchandise  
7-C Philand Drive, Bgy Pasong Tamo, Tandang Sora, Quezon City

Dear Mr. Novales:

Please be informed that the **Purchase Order No. 2020-04-02** dated **April 23, 2020** prepared in your favour with the amount of **Eight Hundred Twenty Four Thousand Six Hundred Twenty Pesos Only (Php 824,620.00)** is hereby approved.

May we request you or your authorized representative to receive this notice and the approved Purchase Order not later than five (5) 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 P. JOLOYOHOY**  
Designated Procurement Officer

I acknowledge receipt of this Notice on (Date) : APRIL 24 2020  
Name of Authorized Representative : GONZALO R. NOVALES JR.  
Signature : [Signature]