



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

December 30, 2019

MS. DAISY M. VILLAFUERTE

Authorized Representative

Up-Town Industrial Sales, Inc.

Madison St., Barrangka Ilaya, Mandaluyong City/

Door #6 Vicky G. Tan Bldg., Kauswagan,

Cagayan de Oro City

Dear Ms. Villafuerte:

Please be informed that the **Purchase Order No. 2019-12-09** dated **December 30, 2019** prepared in your favour with the amount of **Eight Hundred Seventy Eight Thousand Pesos (Php 878,000.00) only** 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 R. PAGLINAWAN

Designated Procurement Officer

I acknowledge receipt of this Notice on (Date) :

12-30-19

Name of Authorized Representative :

CHRISTOPHER ESCOMO

Signature :

