



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

JESSICA AMOR DUNASCO-RAÑISES

Authorized Representative

Hardhat Songbird Industrial Trades

6F, New Dawn Hotel Plus, Velez,

Makahambus –Velez St., Cagayan de Oro City

Dear Ms. Rañises:

Please be informed that the **Purchase Order No. 2019-12-08** dated **December 30, 2019** prepared in your favour with the amount of **Seventy Five Thousand Pesos Only (Php 75,000.00)** is hereby approved.

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

Name of Authorized Representative

Signature

: Dec 30, 2019
: Cris Michael G. Rañises
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