



OFFICE OF THE GOVERNOR

NOTICE TO PROCEED

PO 2021-13

September 17, 2021

**MS. STELLA MARIE C. ANCLA**

Proprietor/Manager

**DEXTEL TRADING**

0410 Tamblot Street, Cogon District,  
Tagbilaran City

Dear Ms. Ancla,

Please be informed that the attached Purchase Order No. PHO – 2021 – 195 dated September 17, 2021 has been approved. Notice is hereby given to immediately deliver the items enumerated herein within **FIVE (5) DAYS** after receipt of this notice at the **GOVERNOR'S OFFICE, NEW CAPITOL BUILDING, COGON DISTRICT, TAGBILARAN CITY.**

In view thereof, you shall be responsible for performing the delivery of items & services under the terms and conditions of the Purchase Order and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice and be guided accordingly.

Truly yours,

**ATTY. ARTHUR C. YAP**

Governor

By Authority of the Governor:

**ATTY. JOSE MARIE N. POBLETE**

Duly Authorized Representative

Date Approved: SEP 27 2021

I acknowledge receipt of this Notice:

Date Released to Supplier: SEP 29 2021 :

Date Returned by Supplier: SEP 29 2021 :

\_\_\_\_\_  
Authorized Signature  
(Name of the Representative of the Bidder)

\_\_\_\_\_  
Authorized Signature  
(Name of the Representative of the Bidder)