



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Regional Office No. 10  
Carmen, Cagayan de Oro City  
(088) 858-29-94/858-21-74  
www.coa.gov.ph

**NOTICE TO PROCEED**

March 17, 2021

**The Manager**  
Cagayan Educational Supply  
Mortola Hayes St.  
Cagayan de Oro City


Sir:

The attached **Purchase Order No. 2021-03-005** having been approved, notice is hereby given to **Cagayan Educational Supply** that work may commence on the delivery of **Commonly-Used Supplies & Equipment (CSE)** at COA Region 10, Cagayan de Oro City, effective 3 days, upon the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions stipulated in the Request for Quotation and in the approved Purchase Order.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Commission on Audit Regional Office No. 10, Carmen, Cagayan de Oro City.

Very truly yours,

  
**JERRY K. MERO**  
Assistant Regional Director  
Officer-In-Charge

Conforme:

(Name and Signature of Representative of Bidder): J. LABADAN

(Company Name of Bidder): \_\_\_\_\_

Date: 3/18/21

*The Head of the Procuring Entity, through the Procurement Unit/Office, immediately upon approval of the recommendation for award, shall issue the Notice of Award to the bidder with the LCRB.*