



Republic of the Philippines  
**MUNICIPALITY OF KAPALONG**  
Province of Davao  
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**OFFICE OF THE MUNICIPAL MAYOR**

July 25, 2024

**MS. LORNA G. CASAS**

Manager

KST MULTI-PURPOSE COOPERATIVE

Sto, Tomas, Davao del Norte

**Madam,**

This is in connection with the approval of your contract for the **Supply and Delivery of following items:**

- Other Supplies for Araw ng Kapalong
- Catering Services (Meal/Snack) for 76th. Araw ng Kapalong Activity use- People's Lunch
- Office Supplies for Student Development use-KCAST
- Office Supplies for KCAST Library use
- Office Supplies for Research Office use-KCAST
- Office Supplies for KCAST Community Extension Office use
- Catering Services (Meal/Snack) for Tour/Cave Guide Training

**“NOTICE TO PROCEED”** is hereby given to the above – quoted project.

You may therefore start to deliver on the said Supplies and Materials effective even date and the contract time shall be counted seven (7) days from the said date.

Very truly yours,

**(SGD.) MARIA THERESA R. TIMBOL**

Municipal Mayor