



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

February 27, 2025

**The Manager**  
**HEROBEN HOMETEL**  
Tagum City

**Sir:**

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

- *Meals, Snacks and Accomodation*

**“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