



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

March 26,2025

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:**

- Purchase of Hygiene Kit

“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

Received by:

Name and Signature : _____

Of Authorized Representative

Date : _____