



Department of Health

Office of the Director

San Francisco, Manila

OFFICE ORDER

TO: All Offices, Divisions, and Offices under the Department of Health

RE: [Illegible text]

[Illegible body text of the office order]

Very truly yours,
[Illegible Signature]

No.	Date	Days	From	To	Amount	Amount
22	4/20/11	4 Days	11/11/11	11/15/11	50,000	2,000,000
23	2/2/11	1 Day	1/28/11	1/29/11	400,000	180,000

[Illegible text at the bottom of the page]

contact details supplies@csu.edu.ph or admin@csu.edu.ph **March 17, 2020**

Attn:es

**Supply Office, Administration Building
Cavite State University
Indang, Cavite**

Dear Sir/Madam,
I hope you are well and safe.

I am writing to you to inform you of the purchase of goods for the CSU project for the year 2019.

As you are the assigned person in charge of the purchase of goods for the project, I am

requesting you to submit a list of goods to be purchased for the project. The list should

include the item name, quantity, and estimated cost.

Thank you very much for your attention and cooperation.

Very truly yours,
Dr. Ronda C. Sison, Sr.
President



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