



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
ADMINISTRATIVE SERVICE  
PROPERTY AND SUPPLY MANAGEMENT DIVISION, SUPPLY MANAGEMENT SECTION

MEMORANDUM

**FOR :** The AUDIT TEAM LEADER  
DENR Central Office

**FROM :** The INTERIM CHIEF  
Supply Management Section (SMS), Property and Supplies Management Division

**DATE :** 11/09/2022

**SUBJECT :** NOTICE OF DELIVERY

**NOTE :** N/A

This is to notify your office of the deliveries received by our office with the following details:

Mode of Procurement	:	<u>SHOPPING</u>	
End-user	:		
Supplier/Contractor	:	<u>ARESA OFFICE SUPPLIES AND EQUIPMENT TRADING</u>	
Date (served) of Notice to Proceed (NTP)	:	<u>N/A</u>	
Date of Delivery (SMS date of receipt)	:	<u>11/04/2022</u>	
Purchase Request (PR) No.	:	<u>PR888888</u>	
Purchase Order (PO)/Contract No.	:	<u>PO999999</u>	
Amount	:	<u>345,004.95</u>	
Sales Invoice (SI) No.	:	<u>IV7777777</u>	Date : <u>11/02/2022</u>
Delivery Receipt (DR) No.	:	<u>DR2022001464</u>	Date : <u>11/04/2022</u>

Request for Inspection (RFI) was also prepared and submitted to Inspection and Pre-acceptance Committee (IPC) for appropriate action.

Thank you.

ANNA GENALIN D. PAPINA, MSES, DPA