



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucbañ, Quezon .  
(042) 540-6519

## NOTICE TO PROCEED


**MEDIALABS GENERAL MERCHANDISE**  
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2023-04-0123 are already approved so **NOTICE** is given to **MEDIALABS GENERAL MERCHANDISE** for the purchase of Paper Copier etc. requested by **Alabat Campus** with PR No. 2023-02-0685. Upon receipt of this Notice you are responsible to deliver the item / service under the terms & conditions of the Purchase Order & Contract of Procurement .

Please acknowledge receipt & acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to this Office.

Truly yours,

  
**DORACIE B. ZOLEJA-NANTES, PhD.**  
University President

I acknowledge receipt of this Notice on : MAY 31, 2023

Name of the Representative of the of the Bidder: **MEDIALABS GENERAL MERCHANDISE**

Authorized Signature: 