



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

## NOTICE TO PROCEED

**THE MERCANTILE INSURANCE CO., INC**  
Intramuros Manila

Sir/Madam,

The attached **Purchase Order No. 2023-03-0060** are already approved so **NOTICE** is given to **THE MERCANTILE INSURANCE CO., INC** for the purchase of **Student Insurance** requested **University Health Services** with **PR No. 2023-02-0304**. 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. ZOLETA-NANTES, PhD.**  
University President

I acknowledge receipt of this Notice on : June 1, 2023

Name of the Representative of the of the Bidder: **THE MERCANTILE INSURANCE CO., INC**

Authorized Signature: