



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon
1042 | 540-6519

NOTICE TO PROCEED

ARL SCHOOL AND OFFICE SUPPLIES TRADING
Tayabas City

Sir/Madam,

The attached **Purchase Order No. 2023-05-0162** are already approved so **NOTICE** is given to **ARL SCHOOL AND OFFICE SUPPLIES TRADING** for the purchase of **Common Office Supplies for 2nd Quarter of 2023** requested by **Supply Office** with **PR No. 2023-04-0878**. Upon receipt of this **Notice** you are responsible to deliver the 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: JUN 14 2023

Name of the Representative of the of the Bidder: **ARL SCHOOL AND OFFICE SUPPLIES TRADING**

Authorized Signature: 