



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

**NOTICE TO PROCEED**

**PANDAYAN BOOKSHOP INC.**  
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2023-07-0269** are already approved so **NOTICE** is given to **PANDAYAN BOOKSHOP INC.** for the purchase **Stand Fan for Classroom** with PR No. 2023-06-1415. 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 : SEP 01 2023

Name of the Representative of the Bidder: **PANDAYAN BOOKSHOP INC.**

Authorized Signature: