



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

**NOTICE TO PROCEED**

**ARL SCHOOL AND OFFICE SUPPLIES TRADING**  
Tayabas, City

Sir/Madam,

The attached Purchase Order No. 2024-02-0031 are already approved so **NOTICE** is given to **ARL SCHOOL AND OFFICE SUPPLIES TRADING** for the purchase **other supplies and materials for printing press and printshop requested by C. Yao - BAO with PR No. 2024-01-0075** 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,

  
**NILO H. DATOR, EdD**  
OIC, University President

I acknowledge receipt of this Notice on : 07.16.24

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

Authorized Signature: 