



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

## NOTICE TO PROCEED

### **MEDIALABS GENERAL MERCHANDISE**

Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2024-03-0097** are already approved so **NOTICE** is given to **MEDIALABS GENERAL MERCHANDISE** for the purchase **office supplies and materials requested by G. Villaseñor – ADMISSION** with **PR No. 2024-02-0573** Upon receipt of this **Notice** you are responsible to deliver the item / service under the terms & conditions of the Purchase Order & Contract of Procurement.

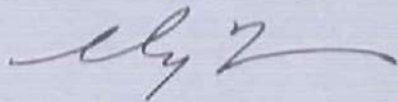
Please acknowledge receipt & acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to this Office.

Truly yours,

  
**FREDERICK T. VILLA, DT**  
University President

I acknowledge receipt of this Notice on : MAR 21 2024

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

Authorized Signature:   
Mar Latorra