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. 2024-02-0068** are already approved so **NOTICE** is given to **MEDIALABS GENERAL MERCHANDISE** for the purchase **supplies and materials requested by J. Alinea - LUCENA** with **PR No. 2024- 01-0355** 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 E. VILLA, DIT
University President

I acknowledge receipt of this Notice on : MAR 20 2024

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

Authorized Signature: _____