



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

### NOTICE TO PROCEED

**VITAL CARE GENERAL MERCHANDISE OPC**  
Alaminos, Laguna

Sir/Madam,

The attached **Purchase Order No. 2024-03-0089** are already approved so **NOTICE** is given to **VITAL CARE GENERAL MERCHANDISE OPC** for the purchase **laptop requested by G. Villaseño .** **ADMISSION** with **PR No. 2024-01-0414** 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: APR 03 2024

Name of the Representative of the of the Bidder: **VITAL CARE GENERAL MERCHANDISE OPC**

Authorized Signature: 