



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

### **NOTICE TO PROCEED**

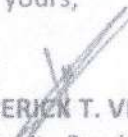
**ARL SCHOOL AND OFFICE SUPPLIES TRADING**  
Tayabas, City

Sir/Madam,

The attached Purchase Order No. 2024-04-0219 are already approved so **NOTICE** is given to **ARL SCHOOL AND OFFICE SUPPLIES TRADING** for the purchase of office supplies for 2nd quarter requested by V. Villon - SUPPLY AND PROPERTY with PR No. 2024-04-0933. 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 : 05-13-24

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

Authorized Signature: 