



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. 2024-04-0214** are already approved so **NOTICE** is given to **MEDIALABS GENERAL MERCHANDISE** for the purchase of **electric fan requested by D. Dejelo - CAM** with **PR No. 2024-04-0905**. 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: MAY 22 2024

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

Authorized Signature: *Robert J. Carr*