



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

## NOTICE TO PROCEED


**MERCY & CRISPIN CATERING SERVICES**  
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2024-08-0403** are already approved so **NOTICE** is given to **MERCY & CRISPIN CATERING SERVICES** for the purchase **food expense for 3rd day of graduation** requested by **J. Lee - GRADUATE SCHOOL** with **PR No. 2024-08-1633**. 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 : AUG 13 2024

Name of the Representative of the of the Bidder: **MERCY & CRISPIN CATERING SERVICES**

Authorized Signature: Manf