



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

**NOTICE TO PROCEED**

PHILCOPY CORPORATION  
Makati City, Metro Manila

Sir/Madam,

The attached Purchase Order No. 2024-07-0373 are already approved so NOTICE is given to PHILCOPY CORPORATION for the purchase toners requested by C. Alcantara - CATANUAN with PR No. 2024-06-1390. 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 : August 27, 2024

Name of the Representative of the of the Bidder: PHILCOPY CORPORATION

Authorized Signature: 