



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

NOTICE TO PROCEED

GLOVL TRADING AND GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2024-07-0378** are already approved so **NOTICE** is given to **GLOVL TRADING AND GENERAL MERCHANDISE** for the purchase **glass plaque for praise requested by G. Cabrera - HRMO** with **PR No. 2024-07-1589**. 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 7, 2024

Name of the Representative of the of the Bidder: **GLOVL TRADING AND GENERAL MERCHANDISE**

Authorized Signature: _____

A handwritten signature in black ink, appearing to be "M. F.", is written over a horizontal line.