



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. 2024-08-0427 are already approved so NOTICE is given to MEDIALABS GENERAL MERCHANDISE for the purchase photocopier and toner requested by R. Abuy – COM with PR No. 2024-07-1502. 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

SEP 27 2024

I acknowledge receipt of this Notice on : \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "R. Abuy", is written over a horizontal line.