



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

## **NOTICE TO PROCEED**

**THE MERCANTILE INSURANCE CO., INC.**  
Intramuros, Manila

Sir/Madam,

The attached **Purchase Order No. 2024-09-0473** are already approved so **NOTICE** is given to **THE MERCANTILE INSURANCE CO., INC.** for the purchase insurance for incoming first year students **SY 2024-2025** requested by **J. Imperial - UHS** with **PR No. 2024-07-1564**. 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 : SEP 27 2024

Name of the Representative of the of the Bidder: **THE MERCANTILE INSURANCE CO., INC.**

Authorized Signature: JOAN F. FLORES