



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

NOTICE TO PROCEED

LEAP AND SMILE TRAVEL AND TOURS
Batong Malake, Los Baños Laguna

Sir/Madam,

The attached Purchase Order No. 2024-10-0592 are already approved so NOTICE is given LEAP AND SMILE TRAVEL AND TOURS for the purchase transportation expense for 8th STRASUC CAF 2024 requested by V. Francia - OSAS CAP with PR No. 2024-09-1972. 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: NOV 11 2024

Name of the Representative of the of the Bidder: LEAP AND SMILE TRAVEL AND TOURS

Authorized Signature: 