



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

NOTICE TO PROCEED

MEDIA LABS GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2024-10-0582 are already approved so NOTICE is given MEDIALABS GENERAL MERCHANDISE for the purchase brush cutter requested by R. Ortega - PRODUCTION TAYABAS with PR No. 2024-09-1867. 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

Acknowledge receipt of this Notice on : NOV 21 2024

Name of the Representative of the of the bidder: MEDIA LABS GENERAL MERCHANDISE

Authorized Signature: _____

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