

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

### **NOTICE TO PROCEED**

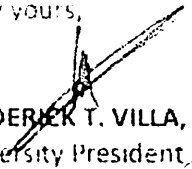
**SURROUND GENERAL MERCHANDISING**  
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2024-10-0589** are already approved so **NOTICE** is given **SURROUND GENERAL MERCHANDISING** for the purchase relocation and improvement of Cashier's Office requested by J. Alinea – LUCENA with PR No. 2024-06-1319. 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

**NOV 25 2024**

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

Name of the Representative of the of the Bidder: **SURROUND GENERAL MERCHANDISING**

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

