



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

## **NOTICE TO PROCEED**

**GLOVL TRADING AND GENERAL MERCHANDISE**  
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2024-12-0814** are already approved so **NOTICE** is given to **GLOVL TRADING AND GENERAL MERCHANDISE** for the purchase of **plaque for PRAISE December 2024 Program requested by M. Placino – HRMO with PR No. 2024-12-2350**. 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 N. VILLA, DT**  
University President

I acknowledge receipt of this Notice on : DEC 19 2024

Name of the Representative of the of the Bidder: **GLOVL TRADING AND GENERAL MERCHANDISE**

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

A handwritten signature in black ink, consisting of a series of loops and strokes, is written over a horizontal line.