



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

OFFICE OF THE PRESIDENT



## NOTICE TO PROCEED

**JAAP GENERAL MERCHANDISE**  
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2025-03-0141** are already approved so **NOTICE** is given to **JAAP GENERAL MERCHANDISE** for the purchase of **window blinds** requested by **C. Yao - BAO** with **PR No. 2025-01-0302**. 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 : MAR 31 2025

Name of the Representative of the of the Bidder: **JAAP GENERAL MERCHANDISE**

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