



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

GLOVL TRADING AND GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-03-0178 are already approved so NOTICE is given to GLOVL TRADING AND GENERAL MERCHANDISE for the purchase of medals for recognition and graduation 2025 requested by R. Salayo - LABORATORY SCHOOL with PR No. 2025-03-1008 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

APR 08 2025

I acknowledge receipt of this Notice on : _____

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

Authorized Signature: _____

