



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

BUSINESS MACHINES CORPORATION

Makati City, Metro Manila

Sir/Madam,

The attached Purchase Order No. 2025-03-0180 are already approved so NOTICE is given to **BUSINESS MACHINES CORPORATION** for the purchase of toner cartridge requested by F. Azogue – CAM with PR No. 2025-02-0781. 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 15 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: **BUSINESS MACHINES CORPORATION**

Authorized Signature:  **Mylene Palalay**