



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ARL SCHOOL AND OFFICE SUPPLIES TRADING
Tayabas, City

Sir/Madam,

The attached Purchase Order No. 2025-04-0236 are already approved so NOTICE is given to ARL SCHOOL AND OFFICE SUPPLIES TRADING for the purchase of file box requested by M. Seño – REGISTRAR with PR No. 2025-03-0948 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 : APR 28 2025

Name of the Representative of the of the Bidder: ARL SCHOOL AND OFFICE SUPPLIES TRADING


Authorized Signature: JOHN ALVARO O. LIMCUANDO