



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

### **ONEJC GLASS AND ALUMINUM WORKS**

Lakawan, Tayabas Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-03-0133** are already approved so **NOTICE** is given to **ONEJC GLASS AND ALUMINUM WORKS** for the purchase of glassboard requested by **R. Ortega - TAYABAS** with **PR No. 2025-02-0622**. 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 : 03-31-25

Name of the Representative of the of the Bidder: **ONEJC GLASS AND ALUMINUM WORKS**

Authorized Signature: 