



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

SONKKENS OFFICE EQUIPMENT TRADING

Lipa City, Batangas

Sir/Madam,

The attached **Purchase Order No. 2025-03-0158** are already approved so **NOTICE** is given to **SONKKENS OFFICE EQUIPMENT TRADING** for the purchase of camera requested by **R. Salayo - LABORATORY SCHOOL** with **PR No. 2025-01-0096**. 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 07 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: **SONKKENS OFFICE EQUIPMENT TRADING**

Authorized Signature: _____

