



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



**OFFICE OF THE PRESIDENT**

## **NOTICE TO PROCEED**

### **SLSU DEVELOPMENT COOPERATIVE**

Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-04-0305** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **food expense for Supervisory and Development Course Batch 2** requested by **M. Placino - HRMO** with **PR No. 2025-04-1324** 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 A. VILLA, DT**  
University President

I acknowledge receipt of this Notice on : MAY 05 2025

Name of the Representative of the of the Bidder: **SLSU DEVELOPMENT COOPERATIVE**

Authorized Signature:   
**MARIA CRISTINA S. MACEJA**