



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

**JAAP GENERAL MERCHANDISE**  
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-04-0276 are already approved so **NOTICE** is given to **JAAP GENERAL MERCHANDISE** for the purchase of **ROTC Materials** requested by **C. Alcantara – CATANAUAN** with PR No. 2025-03-0985 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 : MAY 16 2025

Name of the Representative of the of the Bidder: **JAAP GENERAL MERCHANDISE**

Authorized Signature: \_\_\_\_\_