



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



OFFICE OF THE PRESIDENT

## **NOTICE TO PROCEED**

### **FNV OFFICE AND SCHOOL SUPPLIES TRADING**

Santa Rita Karsada, Batangas City

Sir/Madam,

The attached **Purchase Order No. 2025-06-0448** are already approved so **NOTICE** is given to **FNV OFFICE AND SCHOOL SUPPLIES TRADING** for the purchase of **office supplies for 2nd Quarter** requested by **V. Villon - SUPPLY AND PROPERTY** with **PR No. 2025-05-1489**. 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 : June 23, 2025

Name of the Representative of the of the Bidder: **FNV OFFICE AND SCHOOL SUPPLIES TRADING**

Authorized Signature: 