



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

KCJ MACHINE WORKS
Sta. Ana, Manila

Sir/Madam,

The attached **Purchase Order No. 2025-06-0454** are already approved so **NOTICE** is given to **KCJ MACHINE WORKS** for the purchase of **repair and replacement of Printing Press Machine** requested by **C. Yao - BAO** with **PR No. 2025-05-1504**. 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 : JUN 23 2025

Name of the Representative of the of the Bidder: **KCJ MACHINE WORKS**

Authorized Signature: 