



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ELECTRONIC INFORMATION SOLUTIONS, INC.
Makati, City

Sir/Madam,

The attached Purchase Order No. 2025-05-0391 are already approved so NOTICE is given to ELECTRONIC INFORMATION SOLUTIONS, INC. for the purchase of repair and maintenance of bookdrop requested by J. Garay - LIBRARY with PR No. 2025-04-1321. 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 09 2025

Name of the Representative of the of the Bidder: ELECTRONIC INFORMATION SOLUTIONS, INC.

Authorized Signature: 