



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

**GLORYMASTER GLASS AND ALUMINUM SUPPLY**  
Tayabas, City

Sir/Madam,

The attached **Purchase Order No. 2025-05-0401** are already approved so **NOTICE** is given to **GLORYMASTER GLASS AND ALUMINUM SUPPLY** for the purchase of **improvement of business resource center phase II** requested by **C. Yao – BAO** with **PR No. 2025-02-0685** 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: **GLORYMASTER GLASS AND ALUMINUM SUPPLY**

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