



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

OFFICE OF THE PRESIDENT



## NOTICE TO PROCEED

### **SAN LUIS DEVELOPMENT COOPERATIVE**

Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-05-0355** are already approved so **NOTICE** is given to **SAN LUIS DEVELOPMENT COOPERATIVE** for the purchase of **hotel and café ingredients groceries (when the need arise) (March 11, 12, 13, 14, 15, 16, 17, 18, 2025)** requested by **C. Yao – BAO** with **PR No. 2025-01-0303** 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 : MAR 11 2025

Name of the Representative of the of the Bidder: **SAN LUIS DEVELOPMENT COOPERATIVE**

Authorized Signature: 