



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

WINSCENT BOTIQUE & GENERAL MERCHANDISE
Alabat, Quezon

Sir/Madam,

The attached Purchase Order No. 2025-07-0555 are already approved so NOTICE is given WINSCENT BOTIQUE & GENERAL MERCHANDISE for the purchase of electric fan requested by L. Tapan – ALABAT with PR No. 2025-05-1641. 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 : JUL 15 2025

Name of the Representative of the of the Bidder: WINSCENT BOTIQUE & GENERAL MERCHANDISE

Authorized Signature: _____