



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

GIO TRADING
Gen. Trias, Cavite

Sir/Madam,

The attached Purchase Order No. 2025-06-0524 are already approved so NOTICE is given GIO TRADING for the purchase of other supplies and materials requested by M. Seño – REGISTRAR with PR No. 2025-05-1534. 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 07 2025

Name of the Representative of the of the Bidder: GIO TRADING

Authorized Signature: 