



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MERCY AND CRISPIN CATERING SERVICES
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-07-0605** are already approved so **NOTICE** is given **MERCY AND CRISPIN CATERING SERVICES** for the purchase of **food expense for graduation requested by M. Lee - GRADUATE SCHOOL** with **PR No. 2025-07-1861**. 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

JUL 28 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: **MERCY AND CRISPIN CATERING SERVICES**

Authorized Signature: May