



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JAAP GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2025-07-0563** are already approved so **NOTICE** is given **JAAP GENERAL MERCHANDISE** for the purchase of window blinds requested by **C. Yao – BAO** with **PR No. 2025-06-1696**. 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 VILLA, DT
University President

I acknowledge receipt of this Notice on :  AUG 06 2025

Name of the Representative of the of the Bidder: **JAAP GENERAL MERCHANDISE**

Authorized Signature: 