



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

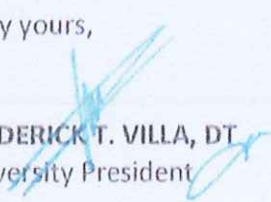
MELISSA INGRID CHAN TAN
Owner
ZNAPSHOP GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-08-0729 are already approved so NOTICE is given to ZNAPSHOP GENERAL MERCHANDISE for the purchase of Office Chair for Research Project "Improvement of SLSU's Hybrid Workplace Environment" requested R. Danganan - RESEARCH CIT with PR No. 2025-05-1531. 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

SEP 16 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: ZNAPSHOP GENERAL MERCHANDISE

Authorized Signature:  MELISSA INGRID TAN