



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

MARIA CRISTINA S. MECEJA  
Manager  
**SLSU DEVELOPMENT COOPERATIVE**  
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-09-0775** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **food expense for HABI AGTA Extension Project requested K. Pornobi - EXTENSION CAS** with **PR No. 2025-07-1952**. 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 : AUG 15 2025

Name of the Representative of the of the Bidder: **SLSU DEVELOPMENT COOPERATIVE**

Authorized Signature: Maria Cristina S. Meceja