



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

RONALD M. MANGUIAT

Owner

LEAP AND SMILE TRAVEL AND TOURS

Brgy. Batong Malake, Los Baños, Laguna

Sir/Madam,

The attached Purchase Order No. 2025-09-0811 are already approved so NOTICE is given LEAP AND SMILE TRAVEL AND TOURS for the purchase of Travel Expense for Strasue and Arts Festival requested by V. Francia - OSAS CAP with PR No. 2025-07-1997. 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 :

SEP 23 2025

Name of the Representative of the of the Bidder: LEAP AND SMILE TRAVEL AND TOURS

Authorized Signature: