



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ROVEROSA D. DELA CRUZ
Owner
MSC ENGINEERING SERVICES
Tayabas, City

Sir/Madam,

The attached Purchase Order No. 2025-08-0743 are already approved so NOTICE is given to MSC ENGINEERING SERVICES for the purchase of Professional Fee for Sign and Seal of Document for Building Permit and Occupancy Permit of SLSU Lucena Covered Court requested by M. Makipagay – PMO with PR No. 2025-06-1725. 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 25 2025

Name of the Representative of the of the Bidder: MSC ENGINEERING SERVICES

Authorized Signature:  Mario Israel D. Dela Cruz