



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, 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. 2025-08-0718 are already approved so NOTICE is given to ZNAPSHOP GENERAL MERCHANDISE for the purchase of foldable drawing desk requested by C. Alcantara - CATANAUAN with PR No. 2025-07-1882. 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 15 2025**

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

Authorized Signature: MELISSA INGRID TAN