



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ALMA P. CATIMBANG
Owner
CATIMBANG TRADING
Catanauan, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-08-0719** are already approved so **NOTICE** is given to **CATIMBANG TRADING** for the purchase of student armchair requested by **C. Alcantara - CATANAUAN** with **PR No. 2025-07-1885**. 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: **CATIMBANG TRADING**

Authorized Signature: 