



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Albany, Cebu



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MICHAEL ALMENDRALA
Representative
S2F TRADING CORP
San Pedro, Laguna

Sir/Madam,

The attached **Purchase Order No. 2025-10-0967** are already approved so **NOTICE** is given to **S2F TRADING CORP** for the purchase of **Power Station requested by C. Alcantara – CATANAUAN** with **PR No. 2025-08-2137**. 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 P. VILLA, DT
University President

I acknowledge receipt of this Notice on : 10/23/2025

Name of the Representative of the of the Bidder: **S2F TRADING CORP**

Authorized Signature: 