



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

DENNIS L. BAUTISTA  
Account Sales Executive  
SOTOGRADE BATANGAS HOTEL INC.  
Manghiniao Uno, Bauan Batangas

Sir/Madam,

The attached Purchase Order No. 2025-09-0818 are already approved so NOTICE is given SOTOGRADE BATANGAS HOTEL INC. for the purchase of Training Expense for Research, Extension, and GAD Activity requested by R. Zubieto - GAD with PR No. 2025-09-2274. 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 : SEPT. 30, 2025

Name of the Representative of the of the Bidder: SOTOGRADE BATANGAS HOTEL INC.

Authorized Signature: 