



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

AGNES D. OBIEN
Mart – Section Head
SAN LUIS DEVELOPMENT COOPERATIVE
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-10-0939** are already approved so **NOTICE** is given **SAN LUIS DEVELOPMENT COOPERATIVE** for the purchase of **hotel and café Packaging Supplies (when the need arise) (June 26, 27, 28, 29, 30; July 2, 3, 2025)** requested by **M. De Veluz – BAO** with **PR No. 2025-05-1463**. 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 : JUN 25 2025

Name of the Representative of the of the Bidder: **SAN LUIS DEVELOPMENT COOPERATIVE**

Authorized Signature:  _____