



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JERVIE P. PISTAN
Owner
IVELLE DIGITAL PRINTING SERVICES
Taytay Riza

Sir/Madam,

The attached **Purchase Order No. 2025-10-0899** are already approved so **NOTICE** is given to **IVELLE DIGITAL PRINTING SERVICES** for the purchase of **Personalized Notebook** requested by **N. Guinto - RESEARCH** with **PR No. 2025-08-2086**. 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 : NOV 05 2025

Name of the Representative of the of the Bidder: **IVELLE DIGITAL PRINTING SERVICES**

Authorized Signature: 