



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

RANDY H. TAN
Owner
MEDIALABS GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-10-0957 are already approved so **NOTICE** is given **MEDIALABS GENERAL MERCHANDISE** for the purchase of **Other Supplies and Materials** requested by I. Tangalin – GUMACA with PR No. 2025-09-2406. 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 03 2025

Name of the Representative of the of the Bidder: **MEDIALABS GENERAL MERCHANDISE**

Authorized Signature: 