



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JEDY RODALYN CRUZ
Account Executive
COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS INC.
Caloocan, City

Sir/Madam,

The attached **Purchase Order No. 2025-10-0975** are already approved so **NOTICE** is given to **COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS INC.** for the purchase of **Software License for Digital Archiving and Document Mangament System** requested by **F. Pasumbal - MIS** with **PR No. 2025-09-2471**. 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 14, 2025

Name of the Representative of the of the Bidder: **COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS INC.**

Authorized Signature: 