



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JANICE RIVERA
Representative
PHILCOPY CORPORATION
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-10-0979 are already approved so NOTICE is given to **PHILCOPY CORPORATION** for the purchase of Toner requested by C. Alcantara - CATANAUAN with PR No. 2025-10-2518. 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 11 2025

Name of the Representative of the of the Bidder: **PHILCOPY CORPORATION**

Authorized Signature: 