



NOTICE TO PROCEED

NOEMILYN A. REGINALDO
Owner
LUNARCHEM TRADING
Sampaloc, Manila

Sir/Madam,

The attached **Purchase Order No. 2025-10-0921** are already approved so **NOTICE** is given **LUNARCHEM TRADING** for the purchase of **Office Supplies for 4th Quarter FY 2025** requested by **V. Villon - SUPPLY AND PROPERTY** with **PR No. 2025-08-2243**. 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. 26, 2025

Name of the Representative of the Bidder: **LUNARCHEM TRADING**

Authorized Signature: ANNE JIN