



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon



OFFICE OF THE PRESIDENT

## 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 of the Bidder: **LUNARCHEM TRADING**

Authorized Signature: 