



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

PAULA N. TOLENTINO

Owner

**MCA CONSUMER GOODS TRADING**

Marikina, City, Metro Manila

Sir/Madam,

The attached **Purchase Order No. 2025-11-1061** are already approved so **NOTICE** is given to **MCA CONSUMER GOODS TRADING** for the purchase of **Hotel Amenities and Cleaning Supplies** with **PR No. 2025-09-2424**. 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. 18, 2025

Name of the Representative of the of the Bidder: **MCA CONSUMER GOODS TRADING**

Authorized Signature: \_\_\_\_\_