



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MELISSA INGRID CHAN TAN
Owner
ZNAPSHOP GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached **Purchase Order No. 2025-11-1085** are already approved so **NOTICE** is given to **ZNAPSHOP GENERAL MERCHANDISE** for the purchase of **Office Supplies and Materials** requested by **C. Alcantara - CATANAUAN** with **PR No. 2025-10-2528**. 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 : DEC 01 2025

Name of the Representative of the of the Bidder: **ZNAPSHOP GENERAL MERCHANDISE**

Authorized Signature: 