



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, 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 Bidder: **ZNAPSHOP GENERAL MERCHANDISE**

Authorized Signature: 