



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



OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**

MARIA CRISTINA S. MECEJA  
General Manager  
**SLSU DEVELOPMENT COOPERATIVE**  
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-11-1065** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **Food Expense for National Children's Month Celebration requested by R. Zubieto - GAD with PR No. 2025-10-2656**. 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

NOV 21 2025

I acknowledge receipt of this Notice on : \_\_\_\_\_

Name of the Representative of the Bidder: **SLSU DEVELOPMENT COOPERATIVE**

Authorized Signature:   
MARIA CRISTINA S. MECEJA