



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

GEMMA T. SONES
Owner
GEMSTONE ENTERPRISE
Las Piñas, City

Sir/Madam,

The attached **Purchase Order No. 2025-11-1115** are already approved so **NOTICE** is given to **GEMSTONE ENTERPRISE** for the purchase of **Conference Table and Chair requested by J. Nicomedez - OP with PR No. 2025-11-2925**. 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 : December 04, 2025

Name of the Representative of the of the Bidder: **GEMSTONE ENTERPRISE**

Authorized Signature:  **GEMMA T. SONES**