



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ALMA P. CATIMBANG

Owner

CATIMBANG TRADING

Catanauan, Quezon

Sir/Madam,

The attached Purchase Order No. 2025-12-1185 are already approved so **NOTICE** is given to **CATIMBANG TRADING** for the purchase of Sports Equipment requested by C. Alcantara - CATANAUAN with PR No. 2025-10-2526. 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

DEC 12 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the Bidder: **CATIMBANG TRADING**

Authorized Signature: