



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



OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**

JENNIFER C. MANALO  
Owner  
**RJM WORKS GLASS AND ALUMINUM SUPPLY**  
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-11-1138 are already approved so **NOTICE** is given to **RJM WORKS GLASS AND ALUMINUM SUPPLY** for the purchase of **Repair of Roll-Up Door at SLSU Lucena Campus** requested by **J. Alinea – LUCENA** with **PR No. 2025-09-2339**. 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 15 2025

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

Name of the Representative of the Bidder: **RJM WORKS GLASS AND ALUMINUM SUPPLY**

Authorized Signature:

  
Jennifer C. Manalo