



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

Authorized Signature:


Jennifer C. Manalo