



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. 2025-12-1238** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **Commemorative for PRAISE** requested by **M. Placino – HRMO** with **PR No. 2025-12-3004**. 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 : DEC 15 2025

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

Authorized Signature:  MARIA CRISTINA S. MECEJA