



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



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

ROBERT T. CASAUAY

Owner

RTC LABORATORY SERVICES AND SUPPLY HOUSE

Quezon City, Metro Manila

Sir/Madam,

The attached Purchase Order No. 2025-12-1186 are already approved so NOTICE is given to RTC LABORATORY SERVICES AND SUPPLY HOUSE for the purchase of Laboratory Supplies and Materials requested by S. Manzanilla - CAS with PR No. 2025-10-2625. 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 S. VILLA, DT  
University President

DEC 09 2025

I acknowledge receipt of this Notice on:

Name of the Representative of the Office of the President: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Authorized Signature:

  
SANDRA C. FARIELLO