



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Luczon, 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 C. VILLA, D.T.
University President

DEC 09 2025

I acknowledge receipt of this Notice on: _____

Name of the Authorized Officer of the below RTC laboratory services and supply house
HOUSE

Authorized Signature: 