



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



OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**

HELLEN MARCELLANO  
Representative  
WOMAN FINE CLOTHING, INC.  
Mandaluyong City, Metro Manila

Sir/Madam,

The attached Purchase Order No. 2025-11-1087 are already approved so NOTICE is given to WOMAN FINE CLOTHING, INC. for the purchase of PE Shirt for College Students requested by M. De Veluz – BAO with PR No. 2025-10-2584. 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 A. WILLA, DT  
University President

I acknowledge receipt of this Notice on : December 15, 2025

Name of the Representative of the of the Bidder: WOMAN FINE CLOTHING, INC.

Authorized Signature:  Hellen M. Marcellano