



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quozon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ANGELES ALMONTE PALINSAD
Owner
JAAP GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-11-1072 are already approved so NOTICE is given to JAAP GENERAL MERCHANDISE for the purchase of Window Blinds requested by R. Abuy - CAM with PR No. 2025-10-2693. 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 26 2025

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: JAAP GENERAL MERCHANDISE

Authorized Signature: _____