



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



OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**

ROWENA T. SALVANERA  
General Manager  
**SAN LUIS DEVELOPMENT COOPERATIVE**  
Lucban, Quezon

Sir/Madam,

The attached Purchase Order No. 2025-12-1232 are already approved so NOTICE is given SAN LUIS DEVELOPMENT COOPERATIVE for the purchase of Ingredients for YES Cafe (when the need arise) (November 20 - December 9, 2025) requested by M. De Veluz – BAO with PR No. 2025-10-2650. 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 : NOV 20 2025

Name of the Representative of the Bidder: SAN LUIS DEVELOPMENT COOPERATIVE

Authorized Signature: Rowena T. Salvanera