



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MARIA CRISTINA S. MECEJA
General Manager
SLSU DEVELOPMENT COOPERATIVE
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2025-12-1260** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **Food & Distilled Water for Various meetings / activities of University (November 19, 21, 24; December 3, 4, 5, 11, 2025)** requested by **M. Zabella - PROCUREMENT with PR No. 2025-10-2683**. 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 18 2025

Name of the Representative of the Bidder: **SLSU DEVELOPMENT COOPERATIVE**

Authorized Signature: Maria Cristina S. Meceja