



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. 2026-01-0013** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **Representation Expense for Meetings requested by M. ZABELLA - PROCUREMENT with PR No. 2026-01-0099**. 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 : JAN 30 2026

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

Authorized Signature: Maria Cristina S. Meceja