



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

CLARICE RUZADA RANA
Representative
ELECTRONIC INFORMATION SOLUTIONS, INC.
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2026-03-0130 are already approved so NOTICE is given to ELECTRONIC INFORMATION SOLUTIONS, INC. for the purchase of Other Supplies and Materials Expense requested by J. GARAY - UNIVERSITY LIBRARY with PR No. 2026-02-0634. 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, DTech.~~
University President 

I acknowledge receipt of this Notice on:

MAR 26 2026

Name of the Representative of the Bidder: ELECTRONIC INFORMATION SOLUTIONS, INC.

Authorized Signature: 
Clarice Ruzada S. Rana