



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MA. CRISTINA GLORIOSO
Representative
AMREACH TRAVEL AND TOURS
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2026-03-0106 are already approved so NOTICE is given to AMREACH TRAVEL AND TOURS for the purchase of Press Conference Expense requested by E. SAMANIEGO – PUBLICATION with PR No. 2026-02-0447. 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 VILLA, DTech
University President

I acknowledge receipt of this Notice on : MAR 09 2026

Name of the Representative of the of the Bidder: AMREACH TRAVEL AND TOURS

Authorized Signature: 