



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JOBELLE MARIE M. ENCISO
Representative
PROVENTURES ARTS AND CRAFTS MANUFACTURING
Lucban, Quezon

Sir/Madam,

The attached Purchase Order No. 2026-03-0156 are already approved so NOTICE is given to PROVENTURES ARTS AND CRAFTS MANUFACTURING for the purchase of Graduation Expense requested by R. SALAYO - LAB. SCHOOL with PR No. 2026-03-0770. 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

MAR 27 2026

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: PROVENTURES ARTS AND CRAFTS
MANUFACTURING

Authorized Signature:  JOBELLE MARIE M. ENCISO