



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

CARL LEWIS K. CABILLO
Representative
SONKKENS OFFICE EQUIPMENT TRADING
Lipa City, Batangas

Sir/Madam,

The attached **Purchase Order No. 2026-03-0158** are already approved so **NOTICE** is given to **SONKKENS OFFICE EQUIPMENT TRADING** for the purchase of **Office Supplies requested by R. LORICO - VP AFA with PR No. 2026-03-0667**. 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 31 2026

Name of the Representative of the of the Bidder: **SONKKENS OFFICE EQUIPMENT TRADING**

Authorized Signature: 