



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MICHAEL ALMENDRALA
Representative
S2F TRADING CORP
San Pedro, Laguna

Sir/Madam,

The attached Purchase Order No. 2026-03-0111 are already approved so NOTICE is given S2F TRADING CORP for the purchase of Other Machinery and Equipment requested by A. DE LEON - ICD with PR No. 2026-01-0333. 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

JUN 25 2026

Name of the Representative of the of the Bidder S2F TRADING CORP

Authorized Signature


MICHAEL ALMENDRALA