



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MELISSA INGRID TAN
Owner
ZNAPSHOT GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2026-07-0552 are already approved so NOTICE is given ZNAPSHOT GENERAL MERCHANDISE for the purchase of Other Supplies and Materials requested by C. ALCANTARA – CATANAUAN with PR No. 2026-06-1695. 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

AUG 10 2026

I acknowledge receipt of this Notice on : _____

Name of the Representative of the of the Bidder: ZNAPSHOT GENERAL MERCHANDISE

Authorized Signature: _____
