Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

JEDY RODALYN CRUZ
Account Executive
COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS, INC.
Quezon City, Metro Manila

Sir/Madam,

The attached **Purchase Order No. 2026-11-0954** are already approved so **NOTICE** is given to **COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS, INC.** for the purchase of **Subscription Expense (Additional User Licenses for Existing Documents Management System) requested by F. PASUMBAL – MIS** with **PR No. 2026-09-2554**. 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 : November 19, 2026

Name of the Representative of the of the Bidder: **COMMSOURCE SYSTEMS AND INTEGRATED SOLUTIONS, INC.**

Authorized Signature: _____