



**SOUTHERN LEYTE
STATE UNIVERSITY**

Main Campus, San Roque, Sagod, Southern Leyte
Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

NOTICE TO PROCEED

27 October 2025

RANELO B. PONCE

Proprietor

Compuspec Sales and Services

279 SB Cabahug St., Ibabao-Estancia

Mandaue City, Cebu

Sir:

The attached CONTRACT AGREEMENT having been approved, notice is hereby given to **Compuspec Sales and Services** that work may commence the project procurement entitled **Supply, Delivery, and Installation of Office Equipment** under **PB 2025-G&S-13** effective immediately upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing the copies in the spaces provided below. Keep one copy and return the other two (2) copies to the SOUTHERN LEYTE STATE UNIVERSITY Main Campus.

Very truly yours,

JUDEA. DUARTE, DPA
University President

Received by the bidder:
Date:

RANELO B. PONCE

NOV. 20, 2025

