

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte  
**SUPPLY & PROPERTY MANAGEMENT**

## INSPECTION & ACCEPTANCE REPORT

Supplier: **JOSE CLAVANO INC.**  
P.O No.: **PO-STF-2025-05-0285**  
Office/Dept: **UR**

IAR No: 25-07-0874  
Date: 2025-07-16  
**209,800.00** STF-2024-11-03148

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Printing of Diploma Form (Sheepskin)	1500	1500	2025-07-08 #: DR-25-07-0010/INV-10977	0	Completed

**Specification:**

- Sheepskin
- Parchment Paper short size 8.5x11
- 80 gsm 150 lbs
- Heading only with borderline heading: VISAYAS STATE UNIVERSITY color: Brilliant green, borderline color brilliant gold

2	pcs	Printing of Permanent record Envelope	3000	1000	2025-07-08 #: DR-25-07-0010/INV-10977	2000	Completed
				2000	2025-07-16	0	
3	reams	Printing of Transcript of Record Form	50	50	2025-07-08 #: DR-25-07-0010/INV-10977	0	Completed

**Specification:**

Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone & fax nos., website & email address

**INSPECTION**

**ACCEPTANCE**

Date Inspected: 7/16/25

Date Recieved: 7/16/25

☐ Inspected, verified and found in order as to quantity and specifications

☒ Complete

☐ Others: \_\_\_\_\_

☐ Partial

**JHONAVEL R. CASTIL**  
Inspector

**VIVIAN V. BALBARINO**  
Head, Supply & Property Management