

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

INSPECTION & ACCEPTANCE REPORT

Supplier: LEYTE PAPERWORLD
P.O No.: VSU-GOODS-25-35-326 (TF)
Office/Dept: DBM

IAR No: 25-11-1460
Date: 2025-10-14
29,555.00 TF-2025-05-00637

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pack of 10's	Board, Vellum, A4, Canary, 220 gsm, 10 sheets/ pack, Veco / Valiant / Paperwise	20	20	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: • Product: Vellum Board • Size: 8.25 x 11.75 inches (A4) • Color: Canary • Quantity: 10 sheets per pack • 220 GSM							
2	pcs	Cartolina, US, Light Blue, at least 160gsm, Cosmic / Consolidated	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
3	pcs	Certificate Jacket A4	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: • Certificate Jacket A4 • Blue in color							
4	pcs	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3', Timco / MGK	1	1	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification:							

5	pcs	Cutter, Big, Plastic (Ordinary), w/ lock, LCT	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
6	pc	Envelope, Expanding, Plastic, Long, Anda / Adventurer	20	20	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
7	packs	Folder, File, Long, 14pts, White, 100 pcs/pack, System / Coby	2	2	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
8	btl	Glue, Multi-Purpose, White, at least 454g (473mL), Elmer's	1	1	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
9	btl	Ink, Refill, for Permanent Marker, Black, 30mL/btl, Pilot	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
10	btl	Ink, Refill, for Whiteboard Marker, Black, 30mL/btl, Pilot	10	10	2025-10-13 #: DR 22591	0	Completed
Specification: None							
11	boxes	Laminating Film, A4, 100 shts/box, 250 microns, LCT / MGK / TM	1	1	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
12	pad	Mouse Pad, Rubber	3	3	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification:							
13	pad	Note Pad, Sticky, 2" x 3", Assorted Colors, HBW / Kei Win	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed

Specification:

None

14	reams	Paper, Bond, A4, S-24, 80 gsm, IK One	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

bright white, high premium quality

15	ream	Paper, Bond, Long, S-24, 80 gsm, IK One	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

None

16	pcs	Paper, Manila, Olympic / MGK	100	100	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

None

17	reams	Paper, Mimeo, WW, Long, S-18, Paragon	15	15	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

None

18	packs	Paper, Photo, A4, Kodak	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

?No Backprint, No Back Print Photopaper Photopapers

?Size: A4 (8.25in x 11.75in)

?Content: 20 Sheets / pack

?Thickness: 230gsm

?Kind: Gloss

19	packs	Paper, Sticker, A4, White, Matte, 10 pcs/pack, Veco / TM	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

- A4
- 10 pcs/pack
- matte
- white

20	box of 50's	Pen, Ballpoint, Blue, 0.5mm, Oil Gel Ink, 50pcs/box, Deli Q9 / Lift Amspec / HBW	5	5	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink							
21	pieces	Pen, Highlighter, yellow, Stabilo	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
22	pieces	Pen, Permanent Marker, blue, fine tip, Pilot	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
23	boxes	Pin, Push, hammerhead type, asstd. colors 50 pcs/pack, HBW	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
24	pieces	Puncher, 2 holes, heavy duty, Carl	1	1	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification:							
25	pieces	Ruler, Plastic, 12" length, TM / LCT	10	10	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
26	boxes	Staple Wire, No. 35-5M Leg Length 6mm (1/4"), Max	6	6	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification: None							
27	pc	Stapler, No. 35, Heavy Duty, Max	3	3	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
Specification:							

28	pcs	Tape, Double Sided, 1" x 10m, good quality, Crocodile / Armak	5	5	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:
None

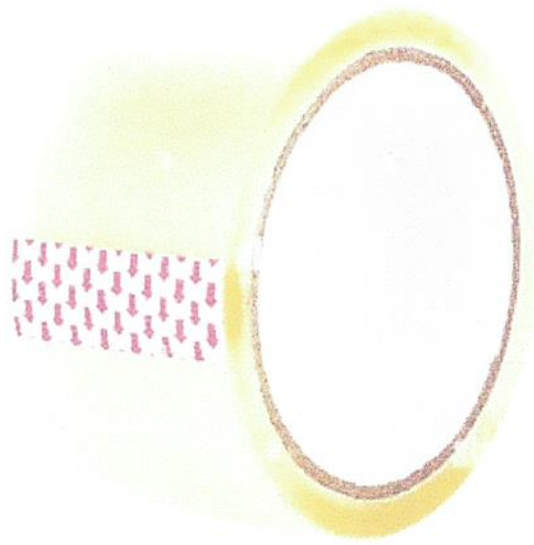
29	rolls	Tape, Transparent, 24mm x 100m, Crocodile / Armak	8	8	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:
None

30	pc	Tape, Transparent, 4.7cm x 50m, Crocodile / Armak	5	5	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

Transparent 4.7cm x 50m



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31	pcs	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame, MGK / Timco	1	1	2025-09-29 #: DR 22585, 22586, 22587	0	Completed
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Specification:

INSPECTION

ACCEPTANCE

Date Inspected:

10/14/25

Date Received:

10/14/25

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

☐ Others: _____

☒ Complete

☐ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management