

INSPECTION & ACCEPTANCE REPORT

Assorted PF

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	gallons	Alcohol, Ethyl, 70% solution, 3.79L/gallon, Bestlab Distribution _____ <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1</i>	1	1	2025-09-29 #: DR 22590, 22591	0	Complete
Specification: None							
2	pc	Apron, Plastic, for Adult, Generic Distribution _____ <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
3	gallon	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3.79L/gallon, Winrox / Zonrox Distribution _____ <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
4	pack	Concentrate Antibac Dishwashing Liquid refill, 375ml, Joy Distribution _____ <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 10</i>	10	10	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
5	packs	Disposable Hair Cap, 100 pcs/pack Distribution _____ <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	0		2	Undelivered
Specification:							

- | | | | | | | | |
|---|--------|---|----|----|----------------------------------|---|-------------|
| <ul style="list-style-type: none"> • Material: non-woven fabric • Color: Blue • Strong quality elastic band to ensure a good and comfortable fit • 100 pcs per pack | | | | | | | |
| 6 | pc | Envelope, Document, Brown, 150 lbs, Short, Nappco / Consolidated
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 50 </div> | 50 | 50 | 2025-09-29
#: DR 22590, 22591 | 0 | Completed |
| Specification:
None | | | | | | | |
| 7 | boxes | Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2
 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2 </div> | 4 | 4 | 2025-09-29
#: DR 22590, 22591 | 0 | Completed |
| Specification:
. | | | | | | | |
| 8 | pc | Floor mop with bucket, microfiber, spin rotating 360, Gallery
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1
 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1 </div> | 2 | 2 | 2025-09-29
#: DR 22590, 22591 | 0 | Completed |
| Specification:
None | | | | | | | |
| 9 | piece | Folder, File, Long, 14pts, White, System / Coby
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 50
 OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 25 </div> | 75 | 75 | 2025-09-29
#: DR 22590, 22591 | 0 | Completed |
| Specification:
None | | | | | | | |
| 10 | pcs | Hand towel (microfiber), Quality
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1 </div> | 1 | 0 | | 1 | Undelivered |
| Specification:
None | | | | | | | |
| 11 | pieces | Notebooks, 80 leaves, Consolidated
<div> Distribution
 OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10 </div> | 10 | 10 | 2025-09-29
#: DR 22590, 22591 | 0 | Completed |
| Specification:
None | | | | | | | |

boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 2	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality

13	reams	Paper, Bond, A4, S-24, 80 gsm, IK One Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 20	20	20	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

bright white, high premium quality

14	pieces	Pen, Ballpoint, Blue, Deli Q9 / Lift Amspec / HBW Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 30	30	30	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

15	boxes	Pen, Ballpoint, Blue, 0.5mm/0.7mm, 12pcs/box, Deli Q9 / Lift Amspec / HBW Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 2	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

16	pcs	Record Book, Big, 300 pages, Valiant / Veco / Armak Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 5	5	5	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

17	pcs	Scrub Sponge, Heavy Duty, Scotch Brite Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1	1	1	2025-09-29 #: DR 22590, 22591	0	Completed
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at least 100mm x 75mm x 30mm

Stick Broom (tingting) tied at 6" from the top, approx. 370 sticks/pc

Distribution

OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 50

50

0

50

Undelivered

Specification:

None

Toilet Bowl Cleaner, at least 1 liter/btl, Domex

Distribution

OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10

10

0

10

Undelivered

Specification:

None

"Sign Here" Sticky Notes, HBW / Kei Win

Distribution

OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10

10

10

2025-09-29
#: DR
22590,
22591

0

Completed

Specification:

None

INSPECTION

ACCEPTANCE

Date Inspected:

9/20/25

Date Received:

9/20/25



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



Complete



Others: _____



Partial

MARK LOUIS L. GARCES

Inspector

DOREEN B. ALBA

Head, Supply & Property Management