

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **SL RUIZ CORPORATION**
 P.O No.: **VSU-GOODS-25-27-247 (STF)**
 Office/Dept: **Assorted Depts/Offices**

IAR No: 25-10-1392
 Date: 2025-10-20
207,870.00

Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	unit	Conference Table with 16 steel frame chair, GABRIEL (4.8m) with 16 units SK-868 Distribution DGE c/o April G. Bulawan (STF-2024-10-02443) - 1	1	1	2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed

Specification:

?Specifications:

- ?Left and Right side : 4800mm L x 600mm D x 750mm Ht
- ?Center side : 2400mm L x 600mm D x 750mm Ht
- ?Structure: Melamine
- ?Finish: MFC Laminated available in 9 colors
- ?Top : 25mm thick board ; Legs: 18mm thick board
- ?Sidings in 2mm PVC edge band
- ?Divided into 6 cuts
- ?Max Weight Capacity 120Kg

?Features:

- ?Optional for Wire management
- ?Metal Brackets
- ?Adjustable feet leveler

2	piece	Monobloc chairs, URATEX CLASSIC (M. WHITE) Distribution DStat c/o Molley Venice Nuñez (STF-2024-10-01826) - 10 DStat c/o Molley Venice Nuñez (STF-2024-10-02047) - 40	50	50	2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed
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Specification:

None

3	unit	Multi-purpose Storage Metal Rack, AS-062 Distribution OUS c/o Antonieta Corazon D. Israel (STF-2024-12-03265) - 2	2	2	2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed
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Specification:

boltless

5 layer slotted rack

size: 1850-2000 mm (H) x 800-900 (W) x 400-450 mm (D)

material: metal

loading weight: at least 40kg per layer

shelves can be adjusted anytime

4	pc	Office Chair Executive, AJ-1163 Distribution _____ <i>DSO c/o Junard C. Gucela (STF-2024-10-02966) - 2</i>	2	2	2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed
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Specification:

Highback chair with armrest & headrest

Materials: Backrest - Mesh/net Seatrest - Fabric,

PVC armrest and PVC

Accessories: Gaslift, caster wheel

5	unit	Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest (Ergonomics), AJ-1068 Distribution _____ <i>IEO c/o Ma. Rachel Kim L. Aure (STF-2025-01-00006) - 20</i>	20	20	2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed
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Specification:

Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest footrest

- STABLE & BREATHABLE
- OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
- ERGONOMIC DESIGN
- The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.
- SOLID & DURABLE
- Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU
- OVERALL DIMENSIONS
- Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
- Seat height adjust: 16"-20"
- Seat area: 18.5" x 20.5"
- Backrest area: 15 x 27.5"
- Assembly required

6	pc	Office Table, JIT-F48 (wenge)			2025-10-18 #: DR 4235, 4308/ CI 8199	0	Completed
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Specification:

- **Material:** Laminated Wood
- **Drawers:**
 - One Long Drawer
 - Three Side Drawers
 - Two Top Drawers with Locks
- **Color Options:** Gray, Wenge
- **Dimensions:** At least W22.75? x L47.25? x H29.5?

INSPECTION

Date Inspected:

10/20/25

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

☐ Others: _____



MARK LOUIS L. GARCES
Inspector

ACCEPTANCE

Date Recieved:

10/20/25

☒ Complete

☐ Partial

DOREEN B. ALBA
Head, Supply & Property Management