

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**
P.O No.: **PO-GF-MOOE-2025-09-0678**
Office/Dept: **NCRC-V**

IAR No: 25-11-1499
Date: 2025-10-23
685.00 GF-2025-08-01069

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	Blue Ballpen 0.5mm/0.7mm	1	1	2025-10-22 #: DR 10089	0	Completed
Specification: • 12 pcs/box • pen size tip: 0.5 mm							
2	rolls	Masking Tape, 1"	1	1	2025-10-22 #: DR 10089	0	Completed
3	reams	Paper, Bond, A4, S-20, 70 gsm	2	2	2025-10-22 #: DR 10089	0	Completed
Specification: • 500 sheets/ream • lint-free, bright white paper • acid-free • manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified							
4	packs	Soap, Dishwashing Liquid Refill, 375ml	2	2	2025-10-22 #: DR 10089	0	Completed
Offer: 200 ML							
INSPECTION				ACCEPTANCE			

Date Inspected:

10/23/25

Date Recieved:

10/23/25

☒ 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