

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: 25-07-0850
Date: 2025-07-09
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	Lacking
3	ream s	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 *7/9/25*

Date Inspected: *7/9/25*

Date Received:

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

☐ Complete

☐ Others: _____

☒ Partial

Jhonavel R. Castil
JHONAVEL R. CASTIL
Inspector

Vivian V. Balbarino
VIVIAN V. BALBARINO
Head, Supply & Property Management