## Republic of the Philippines

### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

**SUPPLY & PROPERTY MANAGEMENT** 

# **INSPECTION & ACCEPTANCE REPORT**

Supplier: P.O No.:

N. N. ALCALA STORE

PO-GF-MOOE-2025-10-0747

Office/Dept: ViCARP

IAR No:

25-11-1602

Date: 28,100.00 2025-11-13

GF-2024-10-02941

No.	UNIT	DESCRIPTION	Quantity		Date		
			Per P.O	Actual	Received	Balance	Remarks
1	cans	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	10	2025-11-12 #: DR 10104	1 0 1	Completed
		net content: at least 300 mL clean and refreshing scent					
	•	clean and refreshing scent					
2	nack	Battery, Alkaline, Size: AA, Nominal Voltage:		_	2025-11-12		
2	pack		5	5	2025-11-12 #: DR 10104	1 N 1	Completed
3	pack pack	Battery, Alkaline, Size: AA, Nominal Voltage:	5 5	5		0	Completed

### Specification:

- A4 (8.27"x11.69")
- · With a flap to prevent certificates from falling off
- With 2 Hangers for Portrait and Landscape Orientations
- · Super clear transparency
- · Holds certificates/diplomas/citations
- Conforms to EN 71 & ASTM Safety Standards

5	boxes Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	5	5	2025-11-12 #: DR 10104	0	Completed
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#### Specification:

- 12 pcs/box
- type: liquid or gel
- · 0.5 mm, needle or conical tip
- · with non-slip grip
- · with metal/plastic clip

6	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing- type cover, approx. 50L capacity	2	2	2025-11-12 #: DR 10104	0	Completed
	Specifi	cation:				The second second	Autoritist Change and

7		ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	1	1	2025-11-12 #: DR 10104	0	Completed
	Offer:						
	A2						
8	рс	Neck lanyard or ID sling (black)	100	0		100	Undelivere
9	reams	Paper, Bond, A4, S-24, 80 gsm	60	45	2025-11-12 #: DR 10104	15	Lacking
,	Specific						
		500 sheets/ream					
		lint-free, bright white paper acid-free					
		manufacturer should be ISO 9001:2015 (Quality Manage	ement System	and 14004:2	015 (Environm	ontol Ma	nagament
		System) certified	ement System	and 14004.2	o 13 (Environin	ieritai iviai	nagement
				1	0005 44 40		
0	reams	Paper, Bond, Long, S-20, 70 gsm	5	5	2025-11-12 #: DR 10104	0	Completed
	reams		5	5		0	Completed
	Specific		5	5		0	Complete
	Specific:	ation:	5	5		0	Completed
	Specification of the second of	ation: 500 sheets/ream int-free, bright white paper acid-free			#: DR 10104		
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• at least 50 liters capacity

• durable plastic

INSPECTION	ACCEPTANCE	
Date Inspected: II - 13 - 25	Date Recieved: 11 13 25	
Inspected, verified and found in order as to quantity and specifications	Complete	
Others:	— Partial	
Jak		
MARK LOUIS L. GARCES Inspector	DOREEN B. ALBA Head, Supply & Property Management	