

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**
P.O No.: **VSU-GOODS-25-35-317 (TF)**
Office/Dept: **AccO**

IAR No: 25-10-1314
Date: 2025-09-30
132,464.00 TF-2025-0

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pc	Correction Tape, 8m x 5mm wide, HBW / Superb	30	30	2025-09-29 #: DR 22593, 22594, 22655	0	Cor
Specification: None							
2	pcs	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x 38cm, Timco	2	2	2025-09-29 #: DR 22593, 22594, 22655	0	Cor
Specification: None							
3	boxes	Fastener, Paper, non-rust metal, 50 sets/box, Prince	15	15	2025-09-29 #: DR 22593, 22594, 22655	0	Cor
Specification: None							
4	piece	Folder, File, Long, 14pts, White, System / Coby	600	600	2025-09-29 #: DR 22593, 22594, 22655	0	Con
Specification: None							
5	btls	Glass Cleaner, 500mL, Lemon, w/ spray, Zim / Mr. Muscle	30	0		30	Unde
Specification: Zim Glass Cleaner 500ml Lemon Scented Anti-dust Anti-mist							

	pieces	Puncher, 2 holes, heavy duty, Carl	2	2	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
14	pcs	Record Book, Big, 500 pages, Valiant / Veco / Armak	5	5	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
15	pieces	Ring Binder, plastic, 20mm, 3/4", black, MGK / LCT	10	10	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
16	pieces	Ring Binder, plastic, 22mm, 7/8", black, MGK / LCT	5	5	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
17	pieces	Ring Binder, plastic, 38mm, 1 1/2 " black, MGK / LCT	10	10	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
18	pieces	Ring Binder, plastic, 51mm, 2" black, MGK / LCT	20	20	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
19	btls	Soap, Dishwashing, Liquid, 250mL/btl, Smart / Joy	20	20	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							
20	pc	Stamp Pad, 4" x 2.75" (Purple), HBW	2	2	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
Specification: None							

		Stapler, 23/6-23/23 (210 sheets), Heavy Duty, Black, KW Trio / Joy / Kangaro	1	1	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

210 sheets stapling capacity, durable all-metal components, full 2-5/8" throat depth

22	pc	Stapler, No. 35, Heavy Duty, Max	10	10	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

23	rolls	Tape, Double Sided, 1" x 10m, Crocodile / Armak	10	10	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

24	rolls	Tape, Duct, 2" x 25m, Black/Grey, Crocodile / Armak	3	3	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

25	rolls	Tape, Foam, Double Sided, 1" x 5m, Crocodile / Armak	5	5	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

26	rolls	Tape, Transparent, 12mm x 50m, Crocodile / Armak	20	20	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

27	rolls	Tape, Transparent, 24mm x 100m, Crocodile / Armak	5	5	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

28	pack	"Sign Here" Sticky Notes, HBW / Kei Win	50	50	2025-09-29 #: DR 22593, 22594, 22655	0	Completed
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Specification:

None

ACCEPTANCE

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9/30/25

Date Recieved:

9/30/25

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

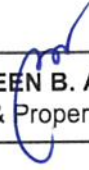
☐ Complete

☐ Others: _____

☒ Partial



MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA
Head, Supply & Property Management