

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

INSPECTION & ACCEPTANCE REPORT

Supplier:	HANZ GRAPHICS AND DIGITAL IMAGING CENTER	IAR No:	25-11-1470
P.O No.:	VSU-GOODS-24-42-264 (STF)	Date:	2025-10-23
Office/Dept:	Assorted Depts/Offices	26,975.00	Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Bath Towel, Big, White Distribution OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00506) - 4 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00506) - 3 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00506) - 1 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00506) - 2	10	10	2025-10-22 #: DR 52026/ CI 43953	0	Completed
Specification: • 24 x 48 • Cotton • White • good quality							
2	sets	Bedsheet, single size, cotton Distribution OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00497) - 4 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00497) - 6 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00497) - 5 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00497) - 5	20	20	2025-08-22 #: DR51270	0	Completed
Specification:							
3	pcs	Broom, Soft (Tambo), Large, Heavy Duty Distribution OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00503) - 2 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00503) - 1 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00503) - 1 OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-02-00503) - 1	5	5	2025-10-22 #: DR 52026/ CI 43953	0	Completed

Specification: None							
4	pieces	Floor Mop, plastic, with handle, heavy duty Distribution OHIGP c/o Josefina L. Soria (STF-2023-09-02164) - 5	5	5	2025-10-22 #: DR 52026/ CI 43953	0	Completed
Specification: plastic, with handle, heavy duty							
5	pcs	Golf Umbrella Distribution OHIGP c/o Josefina L. Soria (STF-2024-04-01011) - 5	5	5	2025-10-22 #: DR 52026/ CI 43953	0	Completed
Specification: High Quality Golf Umbrella, BIG, Green Color, 30 inches							
6	piece	Sticky Notes for Meta Cards Distribution LDHRAO c/o Arianne J. Calntic (STF-2023-09-02171) - 15 LDHRAO c/o Arianne J. Calntic (STF-2023-09-02171) - 30	45	27	2025-08-22 #: DR51270	18	Completed
				18	2025-09-19 #: DR 51498	0	
Specification: Specification: • at least 6" wide & 4" long • Assorted Pastel Colors							
7	pack	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black Distribution SEAFRONT c/o Elaine L. Avenido (STF-2023-06-00964) - 15	15	15	2025-08-22 #: DR51270	0	Completed
Specification: None							
8	pcs	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame Distribution VIHS c/o MARK JOHN M. MANAGBANAG (STF-2024-03-00871) - 6	6	6	2025-10-22 #: DR 52026/ CI 43953	0	Completed
Specification: None							
INSPECTION				ACCEPTANCE			

ie 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