

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-STF-MOOE-2025-08-0582**
Office/Dept: **CAC**

IAR No: 25-10-1359
Date: 2025-10-14
4,200.00 STF-2025-07-00874

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Blending Stump	4	4	2025-09-29 #: DR 10075	0	Completed
2	pcs	Envelope, Expanding, with garter tie, green, long	30	30	2025-09-29 #: DR 10075	0	Completed
Specification: <ul style="list-style-type: none"> • with elastic band 							
3	pcs	Eraser, Rubber, high quality	2	2	2025-09-29 #: DR 10075	0	Completed
Specification: <ul style="list-style-type: none"> • large size • smudge free • dust free • color: white 							
4	pcs	Fine Point Artist Felt Pen	3	3	2025-09-29 #: DR 10075	0	Completed
Offer: TECH PEN							
5	pc	Graphite Pencil 12B	1	0		1	Undelivered
6	pc	Graphite Pencil 1H	1	1	2025-10-13 #: DR 10086	0	Completed
7	pc	Graphite Pencil 3B	3	3	2025-10-13 #: DR 10086	0	Completed
8	pc	Graphite Pencil 3B	3	3	2025-10-13 #: DR 10086	0	Completed
9	pc	Graphite Pencil 8B	1	1	2025-10-13 #: DR 10086	0	Completed
10	pcs	Kneadable Eraser	2	2	2025-09-29 #: DR 10075	0	Completed
11	pc	Oil Pastel Color set of 24	1	0		1	Undelivered

Offer:

25 PCS/SET

12	reams	Paper, Bond, A4, S-24, 80 gsm	3	3	2025-09-29 #: DR 10075	0	Completed
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Offer:

A-ONE OR EQUIVALENT

13	pieces	Pencil, Charcoal	3	3	2025-09-29 #: DR 10075	0	Completed
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14	pc	Watercolor Brush Set	1	1	2025-09-29 #: DR 10075	0	Completed
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INSPECTION

ACCEPTANCE

Date Inspected:

10/14/25

Date Recieved:

10/14/25

☒ 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