

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-MOOE-2025-06-0301**  
Office/Dept: **UR**

IAR No: 25-10-1356  
Date: 2025-07-14  
**109,750.00** STF-2025-05-00602

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Printing of diploma cover for VSU external graduates without address	1000	1000	2025-07-11 #: DR 25-07-0035, 11001	0	Completed

**Specification:**

Cloth bound, yellow color with VSU Seal with corner holder inside back cover

Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.

**INSPECTION**

Date Inspected:

7/14/25

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

☐ Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
**MARK LOUIS L. GARCES**  
Inspector

**ACCEPTANCE**

Date Received:

7/14/25

☒ Complete

☐ Partial

  
**DOREEN B. ALBA**  
Head, Supply & Property Management