

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-25-35-311 (IGP)**
Office/Dept: **Guesthouse**

IAR No: 25-11-1458
Date: 2025-10-14
91,663.00 IGP-2025-02-00163

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pc	Apron, Plastic, for Adult, Generic	20	20	2025-09-29 #: DR 22596,22597, 22598, 22599, 22600, 22496	0	Completed
Specification: None							
2	pcs	Basin, Utility, Durable Plastic, Size: at least 17cm depth x 50cm diameter, any Color	3	3	2025-10-13 #: DR 22768	0	Completed
Specification: None							
3	pack	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine, Energizer	6	6	2025-10-13 #: DR 22768	0	Completed
Specification: None							
4	gallon	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3.79L/gallon, Winrox / Zonrox	10	10	2025-09-29 #: DR 22596,22597, 22598, 22599, 22600, 22496	0	Completed
Specification: None							
5	gallons	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3.79L/gallon, Winrox / Zonrox	10	10	2025-09-29 #: DR 22596,22597, 22598, 22599, 22600, 22496	0	Completed
Specification: None							
6	pc	Bleach, Toilet Cleaner, Ultra Thick, 500 mL, Lemon Scent, Domex	12	12	2025-10-13 #: DR 22768	0	Completed

Specification: Lemon 500ml							
7	pcs	Broom, Soft (Tambo), Large, Heavy Duty, Baguio	6	6	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
8	pcs	Columnar Pad, 5 columns (8.5 x 14), Valiant	10	10	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
9	pcs	Cork Board, Wall Mount, w/ aluminum frame, 2' x 3', Timco / MGK	2	2	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
10	pc	Correction Pen, rolling ball-metal tip, Uni / Dong-A	6	6	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
11	pcs	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty), NT	1	1	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
12	pcs	Desk Tray, Plastic, Triple, Dimension: approx. 13 x 28 x 38cm, any color, Smart	4	4	2025-10-13 #: DR 22768	0	Completed
Specification: None							

13	pcs	Dishwashing Sponge, Scotch Brite	50	50	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
14	pcs	Dust Bin (Trash Bin), durable plastic, w/ cover, wheels and lock, approx. 80L capacity, Orocan / Paperwise	6	0		6	Undelivered
Specification: None							
15	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity, any color, Orocan	4	4	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
16	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity, any color, Orocan	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
17	pc	Dust Pan, Plastic, stand-up handle, Large, Black, Paperwise	3	3	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
18	pc	Envelope, Document, Brown, 150 lbs, Short, Nappco / Consolidated	24	24	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
19	pc	Envelope, Expanding, Plastic, Long, Anda / Adventurer	6	6	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							

20	pc	Envelope, Expanding, with garter tie, brown, short, PX	24	24	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
21	pc	Envelope, Expanding, with garter tie, green, long, Phoenix	24	24	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
22	piece	Folder, File, Long, 14pts, White, System / Coby	24	24	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
23	pieces	Folder, Pressboard, US, Long, Yellow, Veco	20	20	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
24	pcs	Glue Gun, Big (approx. 7x18x 28cm), LCT / MGK	1	1	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
25	pieces	Glue Stick, Big, for Glue Gun, LCT / MGK	12	12	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							

26	btls	Glue, Multi-Purpose, White, at least 130g (118mL), Elmer's	12	12	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
27	btls	Hand soap, Liquid, 500mL/btl, Assorted Variants - apple, aloe vera, strawberry, melon, lavender, Bestlab	20	20	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender							
28	btls	Ink, Refill, for Whiteboard Marker, Black, 30mL/btl, Pilot	2	2	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
29	btls	Ink, for Stamp Pad, Violet, 30mL, w/ Applicator, HBW	1	1	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
30	pieces	Mop Handle, steel, Paperwise	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
31	pads	Note Pad, Sticky, 2" x 3", Yellow, HBW / Kei Win	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							

32	pieces	Pail, Utility, Plastic, at least 16-liter capacity , Orocan	6	6	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

33	packs	Paper Towel, Interfolded, 2 ply, 150 pulls, Sanicare	10	10	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

34	pack	Paper Towel, Interfolded, Single Ply, 205mm x 215mm, 175 sheets/pack, Sanicare	30	30	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

Paper Towel; Interfolded; Single Ply; 205mmx215mm; 175 sheets/pack

35	rolls	Paper Towel, Rolled, Jumbo, 2 ply, good quality, Sanicare	15	15	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

?2 Ply

?at least 70 pulls or 140 Sheets

?Sheet size: at least 275mm x 230mm

?No artificial whiteners & elemental chlorine

36	reams	Paper, Bond, A4, S-20, 70 gsm, IK One	30	30	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

bright white, high premium quality

37	reams	Paper, Bond, Long, S-20, 70 gsm, IK One	12	12	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

bright white, high premium quality

38	reams	Paper, Bond, Short, S-20, 70 gsm, IK One	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

bright white, high premium quality

39	pieces	Pen, Ballpoint, Blue, Deli Q9 / Lift Amspec / HBW	25	25	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

40	pieces	Pen, Highlighter, yellow, Stabilo	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

41	pieces	Pen, Whiteboard Marker, red, Pilot	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

42	boxes	Pin, Push, hammerhead type, asstd. colors 50 pcs/pack, HBW	3	3	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

43	pieces	Puncher, 2 holes, heavy duty, Carl	1	1	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
44	pieces	Rag, (for cleaning & wiping)	25	25	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
45	pcs	Record Book, Big, 300 pages, Valiant / Veco / Armak	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
46	pieces	Scissors, 8" heavy duty, good quality, HBW / Joy	2	2	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
47	pieces	Scouring Pad, big economy size, good quality, Scotch Brite	20	20	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
48	pcs	Scrub Sponge, Heavy Duty, Scotch Brite	20	20	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: ?Size: at least 100mm x 75mm x 30mm							

49	kl	Soap, Detergent, Powder, 1 kilo/pack, any scent, Speed / Surf	30	30	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
50	btl	Soap, Dishwashing, Liquid, 250mL/btl, Smart / Joy	50	50	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
51	packs	Soap, Dishwashing, Liquid, Refill, 375ml/pack, Joy	50	50	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: Antibacterial Concentrate Dishwashing Liquid .							
52	bar	Soap, Laundry, Bar, at least 360g or 4cuts per bar, Surf	50	50	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
53	pieces	Soap, Toilet, guest size, at least 60g/pc, Safeguard	12	12	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
54	pc	Stapler, No. 35, Heavy Duty, Max	2	2	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							

55	piece	Stick Broom (tingting) tied at 6" from the top, approx. 370 sticks/pc	6	6	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
56	packs	Table Napkin, pre-cut, approx. 1,000 sheets per pack, Jade	6	6	2025-10-13 #: DR 22768	0	Completed
Specification: None							
57	rolls	Tape, Double Sided, 1" x 10m, Crocodile / Armak	5	5	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
58	rolls	Tape, Transparent, 12mm x 50m, Crocodile / Armak	3	3	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
59	boxes	Thumb Tacks, Small Box, Mitsuya	25	25	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
60	pieces	Toilet Bowl Pump Plunger with Wooden Handle, Paperwise	2	2	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							
61	btl	Toilet Bowl and Urinal Cleaner, at least 500mL/btl, Domex	10	10	2025-09-29 #: DR 22596,22597 , 22598, 22599, 22600, 22496	0	Completed
Specification: None							

62	set	Toilet Brush with Holder, Paperwise	5	5	2025-09-29 #: DR 22596, 22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

63	pack	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black, Generic / TM	25	25	2025-09-29 #: DR 22596, 22597 , 22598, 22599, 22600, 22496	0	Completed
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Specification:

None

64	pcs	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame, MGK / Timco	2	0		2	Undelivered
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Specification:

None

INSPECTION

Date Inspected:

10/17/25

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

☐ Others: _____

ACCEPTANCE

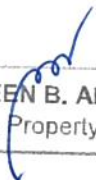
Date Received:

10/18/25

☐ Complete

☒ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management