

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **SHOPKO MARKETING CORPORATION**

IAR No: 25-10-1396

P.O No.: **PO-GF-MOOE-2025-09-0675**

Date: 2025-10-08

Office/Dept: **NCRC-V**

699.00

GF-2025-08-01048

| No. | UNIT | DESCRIPTION | Quantity | | Date Received | Balance | Remarks |
|--|--------|---|----------|--------|---------------------------|---------|-----------|
| | | | Per P.O | Actual | | | |
| 1 | pcs | Envelope, Expanding, with garter tie, green, long | 20 | 20 | 2025-10-07 #: CI 41538 | 0 | Completed |
| Specification: <ul style="list-style-type: none">• with elastic band | | | | | | | |
| 2 | pcs | Pen, Permanent Marker, black, fine tip | 4 | 4 | 2025-10-07 #: CI 41538 | 0 | Completed |
| Specification: <ul style="list-style-type: none">• bullet tip• xylene free• refillable | | | | | | | |
| 3 | pcs | Pen, Permanent Marker, blue, fine tip | 4 | 4 | 2025-10-07 #: CI 41538 | 0 | Completed |
| Specification: <ul style="list-style-type: none">• bullet tip• xylene free• refillable | | | | | | | |
| 4 | pieces | Pencil, Lead, #2, w/ eraser | 3 | 3 | 2025-10-07 #: CI 41538 | 0 | Completed |

INSPECTION

ACCEPTANCE

Date Inspected:

10/8/25

Date Received:

10/8/25

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

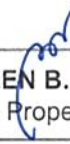
☒ Complete

☐ Others: _____

☐ Partial



MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA
Head, Supply & Property Management