

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-25-29-118 (TF)**
Office/Dept: **PCC**

IAR No: 25-10-1241
Date: 2025-09-22
31,091.00 TF-2024-11-03

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	gallons	Alcohol, Ethyl, 70% solution, 1 gallon, BESTLAB	5	5	2025-09-19 #: DR-22648,22530	0	Completed
Specification: None							
2	drum	Chlorine Granules 70% 1 drum, 40KG, SUPER CHLOR	1	1	2025-09-19 #: DR-22648,22530	0	Completed
Specification: <ul style="list-style-type: none"> High solubility : 90% or above dissolve within 3 minutes. White granular compound containing as the principal ingredient, more than 65% calcium hypochlorite Ca (ClO) 							
3	pcs	Correction Tape, at least 10 meters, HBW	9	9	2025-09-19 #: DR-22648,22530	0	Completed
Specification: None							
4	boxes	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLACK, MY GEL	1	1	2025-09-08 #: DR-22301,22302	0	Completed
Specification: None							
5	boxes	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE, MY GEL	3	3	2025-09-08 #: DR-22301,22302	0	Completed
Specification: None							
6	pc	Envelope, Expanding, with garter tie, blue, long, PHOENIX	40	40	2025-09-08 #: DR-22301,22302	0	Completed
Specification: None							
7	pcs	Folder, Expanded, Long (Light Blue), VECO	20	20	2025-09-08 #: DR-22301,22302	0	Completed

None

8	piece	Folder, File, Long, 14pts, White, SYSTEM	20	20	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

None

9	boxes	Magazine/Data File Box, Horizontal, Legal Size (Single), Color Blue/Royal Blue, PAPERWISE	40	40	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

10	rolls	Nylon Cord/Wonder Cord, 4mm Approx. 36 yds.	5	0		5	Undelivered
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Specification:

- Color: Blue/Dark Blue

11	box of 50's	PEN BALL POINT 0.7MM BLACK 50PCS PACK, FABER CASTELL	1	1	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

- Material: Plastic
 - Weight: 339g
 - Pen Dimensions: 11cm
- Package include: 50pcs/Box

12	pack	Paper Board, 180gsm White LONG, 50sheets per packs, VECO	5	5	2025-09-19 #: DR-22648,22530	0	Completed
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Specification:

None

13	Box of 12's	Pencil, #2, Medium, Yellow, 12pcs/box, MONGOL	2	2	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

?Attr: Pencil Medium #2 with black lead

?Color: Yellow

?Packaging Size: 12 pencils per box

14	tubes	Soap, Dishwashing Paste 400g, SMART	10	10	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

- Scent: Lemon/ Kalamansi

15	Sachet	Soap, Hand, 60g per pack, SAFEGUARD	12	12	2025-09-08 #: DR-22301,22302	0	Completed
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Specification:

None

boxes	Staple Wire #35, 26/6 Leg length, 6mm (1/4"), 5,000 staples/pieces, MAX	5	5	2025-09-08 #: DR- 22301,22302	0	Completed
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Specification:

None

17	packs	Stick Glossy Photo Paper Sticker 135gsm, A4 size, JOJO	20	20	2025-09-19 #: DR- 22648,22530	0	Completed
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Specification:

- Suitable for all inkjet printers
- Highly water resistant
- Brilliant image quality
- 20sheets per pack

18	rolls	Tape, Masking, 1" x 25 yards, ARMAK	4	4	2025-09-08 #: DR- 22301,22302	0	Completed
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Specification:

None

19	rolls	Tape, Masking, 2" x 25 yards, ARMAK	8	8	2025-09-08 #: DR- 22301,22302	0	Completed
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Specification:

None

20	rolls	Tape, Packaging, 2" x 100 yards, Tan, ARMAK	3	3	2025-09-08 #: DR- 22301,22302	0	Completed
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Specification:

None

INSPECTION

9/22/25

ACCEPTANCE

9/22/25

Date Inspected:

Date Recieved:

- ☒ 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