

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: N.N. ALCALA god **STORE**  
P.O No.: **PO-GF-MOOE-2025-06-0357**  
Office/Dept: **RO**

IAR No: 25-07-0900  
Date: 2025-07-02  
**55,000.00** GF-2025-01-00110

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Assorted coffee, milk and chocate powder, sugar etc for In House Review committee and evaluators	15	15	2025-07-01 #: DR-09309	0	Completed

**Specification:**

3 in1 coffee - 100 pcs  
coffee stick - 2 packs  
coffee mate - 50 pcs  
chocolate powder - 50 pcs  
sugar -50 pcs  
coffee steerer/plastic - 1 pack  
bottled water - 50 bottles in 350 ml.

2	pcs	boiler/heater 100cups capacity	1	1	2025-07-01 #: DR-09309	0	Completed
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**Offer:**

**HANABISHI 15 LITERS**

**INSPECTION**

Date Inspected: 7/1/25

- ☐ Inspected, verified and found in order as to quantity and specifications  
☐ Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTANCE**

Date Recieved: 7/1/25

- ☒ Complete  
☐ Partial

ENGR. CLINT C. SARVIDA  
Inspector

for: VIVIAN V. BALBARINO  
Head, Supply & Property Management