

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **SL RUIZ CORPORATION**  
P.O No.: **VSU-GOODS-25-27-246 (GF)**  
Office/Dept: **Assorted Depts/Offices**

IAR No: 25-10-1391  
Date: 2025-10-20  
**87,675.00**

Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	unit	<b>Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest &amp; footrest (Ergonomics), AJ-1068</b>  <div>Distribution CFES c/o Jesibel L. Muertigue (GF-2024-10-02577) - 9 PPO c/o April Rose Posas (GF-2024-10-03068) - 1 QAC c/o Daisy E. Pantorilla (GF-2024-10-02326) - 3</div>	13	13	2025-10-18 #: DR 4234/ CI 8198	0	Completed

### Specification:

Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest footrest

- STABLE & BREATHABLE
- OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
- ERGONOMIC DESIGN
- The seat height adjust ranges from 16" to 19.5". Built-in lumbar cushion support your lower back and enhances the natural curve of your spine.
- SOLID & DURABLE
- Offers nylon five-star heavy-duty base and smooth-rolling silenced casters covered with soft PU
- OVERALL DIMENSIONS
- Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
- Seat height adjust: 16"-20"
- Seat area: 18.5" x 20.5"
- Backrest area: 15 x 27.5"
- Assembly required

2	pc	Office Table, JIT-F48 (wenge)	4	4	2025-10-18 #: DR 4234/ CI 8198	0	Completed
Distribution <u>OVPAF c/o Rosela T. Batistil (GF-2024-10-02942) - 4</u>							

**Specification:**

- **Material:** Laminated Wood
- **Drawers:**
  - One Long Drawer
  - Three Side Drawers
  - Two Top Drawers with Locks
- **Color Options:** Gray, Wenge
- **Dimensions:** At least W22.75? x L47.25? x H29.5?

3	pc	Steel Cabinet with glass Door, sliding door, (Assembled) Adjustable shelves, SFC-G23	1	1	2025-10-18 #: DR 4234/ CI 8198	0	Completed
Distribution <u>ORDENS c/o Monica E. Sacmar (GF-2025-01-00062) - 1</u>							

**Specification:**

- **Type:** Display Cabinet, Filing Cabinet
- **Dimensions:** 900 mm (W) x 450 mm (D) x 1850 mm (H)
- **Finish:** Powder coated
- **Features:** Adjustable shelves

**INSPECTION**

Date Inspected:

10/20/25

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

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



**MARK LOUIS L. GARCES**  
Inspector

**ACCEPTANCE**

Date Recieved:

10/20/25

☒ Complete

☐ Partial

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