

INSPECTION & ACCEPTANCE REPORT

IAR No: 25-10-1232
Date: 2025-10-08
15,317.00 TF-2024-12-c

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	tubes	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent, GLADE	4	4	2025-09-19 #: DR-22644/CI-57157,57158,57159	0	Completed
Specification: None							
2	btl	Alchol, Isopropyl, 70% solution, 500mL, pump type, BESTLAB	6	6	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
3	boxes	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box, TM	10	10	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
4	boxes	Clip, Metal Bulldog, 2-1/2" (approx. 63.5mm), 12 pcs/box, TM	5	5	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
5	pc	Correction Pen, rolling ball-metal tip, DONG A	4	4	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
6	pc	Correction Tape, at least 8m x 5mm wide, HBW	4	4	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
7	btl	EPSON INK btl 664 black, EPSON	5	5	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							

None							
8	pc	Envelope, Documentary, Brown, 150 lbs, Long, NAPPCO	10	10	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
9	piece	Folder, File, Long, 14pts, White, SYSTEM	107	107	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
10	pcs	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double), PAPERWISE	10	10	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
11	piece	Pen, Technical , 0.5 mm, ROTRING	1	1	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
12	piece	Scissors, 6" heavy duty, good quality, JOY	2	2	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
13	gal	Soap, Detergent, Liquid, 1 gal, any scent, PCD	3	3	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
14	kl	Soap, Detergent, Powder, 1 kilo/pack, any scent, SPEED	3	3	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
15	btls	Soap, Dishwashing, Liquid, 250mL, JOY	4	4	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
16	pieces	Soap, Toilet , guest size, SAFEGUARD	4	4	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
17	boxes	Staple Wire No. 35-5M Leg Length 6mm (1/4"), MAX	10	10	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							
18	pads	Sticky Note, 2 x 3, Yellow, KAI WEN	8	8	2025-09-08 #: DR-22299,22300	0	Completed
Specification: None							

19	pads	Sticky Note, 3 x 3, Yellow, KAI WEN	8	8	2025-09-08 #: DR-22299,22300	0	Completed
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Specification:
None

20	rolls	Tape, Foam, Double Sided, 1/2" x 5m, ARMAK	6	6	2025-09-19 #: DR-22644/CI-57157,57158,57159	0	Completed
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Specification:
None

21	rolls	Tape, Transparent, 12mm x 50m, ARMAK	6	6	2025-09-08 #: DR-22299,22300	0	Completed
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Specification:
None

INSPECTION


ACCEPTANCE

Date Recieved:

Date Inspected:

- ☒ Inspected, verified and found in order as to quantity and specifications
- ☐ Others: _____
- _____
- _____

- ☒ Complete
- ☐ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management