

INSPECTION & ACCEPTANCE REPORT

IAR No: 25-11-1459
Date: 2025-10-14
21,864.00 Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	gallons	Alcohol, Ethyl, 70% solution, 3.79L/gallon, Bestlab Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1</i>	1	1	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
2	pc	Apron, Plastic, for Adult, Generic Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
3	gallon	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3.79L/gallon, Winrox / Zonrox Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
4	pack	Concentrate Antibac Dishwashing Liquid refill, 375ml, Joy Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 10</i>	10	10	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None							
5	packs	Disposable Hair Cap, 100 pcs/pack Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2</i>	2	2	2025-10-13 #: DR 22694	0	Completed
Specification: None							

- Material: non-woven fabric
- Color: Blue
- Strong quality elastic band to ensure a good and comfortable fit
- 100 pcs per pack

6	pc	Envelope, Document, Brown, 150 lbs, Short, Nappco / Consolidated	Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 50	50	50	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None								
7	boxes	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 2	4	4	2025-09-29 #: DR 22590, 22591	0	Completed
Specification:								
8	pc	Floor mop with bucket, microfiber, spin rotating 360, Gallery	Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1 OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
Specification:								
9	piece	Folder, File, Long, 14pts, White, System / Coby	Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 50 OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 25	75	75	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None								
10	pcs	Hand towel (microfiber), Quality	Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1	1	1	2025-10-13 #: DR 22694	0	Completed
Specification: None								
11	pieces	Notebooks, 80 leaves, Consolidated	Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10	10	10	2025-09-29 #: DR 22590, 22591	0	Completed
Specification: None								
12	boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One	Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 2	2	2	2025-09-29 #: DR 22590, 22591	0	Completed

Specification:**Specifications:**

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

13	reams	Paper, Bond, A4, S-24, 80 gsm, 1K One Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 20	20	20	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

bright white, high premium quality

14	pieces	Pen, Ballpoint, Blue, Deli Q9 / Lift Amspec / HBW Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 30	30	30	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

15	boxes	Pen, Ballpoint, Blue, 0.5mm/0.7mm, 12pcs/box, Deli Q9 / Lift Amspec / HBW Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 2	2	2	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

16	pcs	Record Book, Big, 300 pages, Valiant / Veco / Armak Distribution OHIGP c/o Josefina L. Soria (STF-2025-03-00349) - 5	5	5	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

17	pcs	Scrub Sponge, Heavy Duty, Scotch Brite Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00517) - 1	1	1	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

?Size: at least 100mm x 75mm x 30mm

18	piece	Stick Broom (tingting) tied at 6" from the top, approx. 370 sticks/pc Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 50	50	50	2025-10-13 #: DR 22694	0	Completed
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Specification:

None

19	btl	Toilet Bowl Cleaner, at least 1 liter/btl, Domex Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10	10	10	2025-10-13 #: DR 22694	0	Completed
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Specification:

None

20	pack	"Sign Here" Sticky Notes, HBW / Kei Win Distribution OHIGP c/o Josefina L. Soria (STF-2025-04-00485) - 10	10	10	2025-09-29 #: DR 22590, 22591	0	Completed
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Specification:

None

INSPECTION

10/14/25

ACCEPTANCE

10/14/25

Date Inspected:

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

☐ Others: _____

Date Recieved:

☒ Complete

☐ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management