

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**  
P.O No.: **PO-GF-MOOE-2025-08-0507**  
Office/Dept: **DPM**

IAR No: 25-09-1072  
Date: 2025-09-01  
2,625.00 GF-2025-06-00748

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5	5	2025-08-28 #: DR-10062	0	Completed

Specification:

2	pieces	Pen, Permanent Marker, blue, fine tip	15	15	2025-08-28 #: DR-10062	0	Completed
3	rolls	Tape, Masking, 1" x 25 yards	30	30	2025-08-28 #: DR-10062	0	Completed

### INSPECTION

### ACCEPTANCE

Date Inspected: *9/1/25*

Date Received:

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

☒ Complete

☐ Others: \_\_\_\_\_

☐ Partial

*[Signature]*  
**JHONAVEL R. CASTIL**  
Inspector

*[Signature]*  
**DOREEN B. ALBA** *9/1/25*  
Head, Supply & Property Management