

INSPECTION & ACCEPTANCE REPORT

IAR No: 25-11-1588
Date: 2025-11-18
14,828.00 TF-2025-03-00393

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btl	Alcohol, Isopropyl, 70% solution, 500 ml, Scented and with Moisturizer, Antiseptic, Disinfectant, Cleene / Green Cross	20	20	2025-11-17 #: DR 22792/ CI 58061	0	Completed
Specification: Alcohol isopropyl 70% solution, 500 ml, scented and with moisturizer, antiseptic, disinfectant							
2	pcs	Broom, Soft (Tambo), Large, Heavy Duty, Baguio	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
3	roll	Cotton, Rolled, Absorbent, 400g, Cleene	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: Quality cotton products that guarantee superior absorbency and made from 100% pure and natural fibers absorbs more liquid and faster than synthetic fibers							
4	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity, any color, Orocan	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification:							
5	pc	Dust Pan, Plastic, stand-up handle, Large, Black, Paperwise	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							

6	boxes	Face Mask, Surgical, Disposable, 3-ply, 50 pcs/box	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification:							
7	pc	Floor mop with bucket, microfiber, spin rotating 360, Gallery	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification:							
8	pc	Folder, Expandable, A4, Green, Nappco	30	30	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: A4 expandable press document file folder, green in color							
9	pcs	Folder, File, A4, Ordinary, System / Coby	100	100	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: Folder, Ordinary, A4							
10	packs	Folder, File, Long, 14pts, White, 100 pcs/pack, System / Coby	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
11	pcs	Folder, Pressboard, US, Green, Short, Veco	15	15	2025-11-17 #: DR 22792/ CI 58061	0	Completed
Specification: None							
12	piece	Folder, Sliding, Plastic, w/ Binder, A4, Transparent, Kings	30	30	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
13	pcs	Folder, Sliding, Plastic, w/ binder, Long, transparent, Kings	20	20	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification:							

None							
14	btls	Hand soap, Liquid, 500mL/btl, Assorted Variants - apple, aloe vera, strawberry, melon, lavender, Bestlab	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: Liquid Hand Soap, 500 ml, assorted variants - apple, aloe vera, strawberry, melon, lavender							
15	btls	Ink, Refill, for Whiteboard Marker, Black, 30mL/btl, Pilot	2	2	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
16	btls	Ink, Refill, for Whiteboard Marker, Blue, 30mL/btl, Pilot	2	2	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
17	btls	Ink, Refill, for Whiteboard Marker, Red, 30mL/btl, Pilot	2	2	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
18	packs	Paper Towel, Interfolded, 2 ply, 150 pulls, Sanicare	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
19	reams	Paper, Bond, A4, S-24, 80 gsm, IK One	10	10	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: bright white, high premium quality							
20	reams	Paper, Bond, Long, S-24, 80 gsm, IK One	3	3	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: bright white, high premium quality							

21	pieces	Pen, Highlighter, orange, Stabilo	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
22	pieces	Pen, Highlighter, yellow, Stabilo	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
23	pieces	Pen, Whiteboard Marker, red, Pilot	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
24	pieces	Puncher, 2 holes, heavy duty, Carl	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
25	pcs	Record Book, Big, 300 pages, Valiant / Veco / Armak	1	1	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							
26	rolls	Tape, Masking, 3/4" x 25 yards, Crocodile / Armak	5	5	2025-09-29 #: DR 22652, 22653, 22564	0	Completed
Specification: None							

INSPECTION

Date Inspected:

11/18/25

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

☐ Others: _____



MARK LOUIS L. GARCES
Inspector

ACCEPTANCE

Date Received:

11/18/25

☒ Complete

☐ Partial

DOREEN B. ALBA
Head, Supply & Property Management