

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**
P.O No.: **VSU-GOODS-25-29-111 (STF)**
Office/Dept: **Assorted Depts/Offices**

IAR No: 25-10-1240
Date: 2025-09-22
173,179.00 Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	gallons	Alcohol, Ethyl, 70% solution, 1 gallon, BESTLAB Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-02000) - 20 OHIGP c/o Josefina L. Soria (STF-2025-02-00231) - 1	21	21	2025-09-19 #: DR-22510	0	Completed

Specification:
None

2	sets	Bedsheet, single size, cotton Distribution OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-04-01041) - 4	4	0		4	Undelivered
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Specification:

- * 1 fitted sheet, 1 flat sheet, 1 pillow case, plain white
- 36x75 cm

3	drum	Chlorine, Granular 45kg/drum, SUPER CHLOR Distribution OHIGP c/o Josefina L. Soria (STF-2024-04-01010) - 5	5	5	2025-09-19 #: DR-22510	0	Completed
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Specification:
None

4	pack	Cleanser refill pack, at least 350g, ZIM Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-01994) - 155	155	0		155	Undelivered
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Specification:

- scent: floral, calamnse, fresh
- fomulation : powder all purposed cleaner
- weight: 350g

5	can	Disinfectant Spray, at least 170g, LYSOL Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-02000) - 20	20	20	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None							
6	pcs	Floor Mop with wooden handle, heavy duty, PAPERWISE Distribution OHIGP c/o Josefina L. Soria (STF-2024-05-01206) - 10	10	10	2025-09-08 #: DR-22333,22334	0	Completed
Specification:							
7	pc	Floor mop with bucket, microfiber spin rotating 360, TORNADO Distribution OHIGP c/o Josefina L. Soria (STF-2024-08-01482) - 3	3	3	2025-09-08 #: DR-22333,22334	0	Completed
Specification:							
8	piece	Folder, File, Long, 14pts, White, SYSTEM Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-02000) - 100 OHIGP c/o Josefina L. Soria (STF-2024-05-01198) - 50	150	150	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None							
9	pcs	Hand towel (microfiber) Distribution OHIGP c/o Josefina L. Soria (STF-2025-02-00231) - 2	2	2	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None							
10	pc	Non-Spill Sticker, Blue Distribution OHIGP c/o Josefina L. Soria (STF-2025-02-00231) - 6000	6000	0		6000	Undelivered
Specification: None							
11	kl	Nylon, #300, for grass cutter Distribution Eco-FARMI c/o Jonel H. Ababat (STF-2025-01-00091) - 5	5	5	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None							
12	sheets	Photo Paper Glossy A4, JOY Distribution SEAFRONT c/o Elaine L. Avenida (STF-2024-10-01965) - 15	15	15	2025-09-19 #: DR-22510	0	Completed
Specification: Photo Paper Double Sided Glossy A4 50sheets/pack 230GSM							

13	pcs	Record Book, Big, 500 pages, VECO	Distribution OHIGP c/o Josefina L. Soria (STF-2024-05-01198) - 3	3	3	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
14	rolls	Scotch Tape 1 inch x 100 meters, ARMAK	Distribution SEAFRONT c/o Elaine L. Avenido (STF-2024-10-01965) - 35	35	35	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
15	pcs	Scrub Sponge, Heavy Duty, SCOTCH	Distribution OHIGP c/o Josefina L. Soria (STF-2025-02-00231) - 3	3	3	2025-09-08 #: DR-22333,22334	0	Completed
Specification: ?Size: at least 100mm x 75mm x 30mm								
16	kl	Soap, Detergent, Powder, 1 kilo/pack, any scent, SPEED	Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-02000) - 300	300	300	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
17	gal	Soap, Dishwashing, Liquid, 1 Gal, PCD	Distribution CASL c/o Noreve Jean M. Agad (STF-2024-12-03314) - 5	5	5	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
18	btls	Soap, Dishwashing, Liquid, 250mL, JOY	Distribution APARTELLE c/o Junrey L. Ventula (STF-2024-10-02000) - 10	10	10	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
19	boxes	Staple Wire, #35, GT	Distribution OHIGP c/o Josefina L. Soria (STF-2024-05-01198) - 10	10	10	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								
20	btls	Toilet Bowl and Urinal Cleaner, at least 500mL, DOMEX	Distribution SPMO c/o Raizel M. Piamonte (STF-2024-03-00878) - 3	3	3	2025-09-08 #: DR-22333,22334	0	Completed
Specification: None								

	pcs	URATEX PILLOW NEW GENTLE BOUNCE, URATEX Distribution <i>OHIGP c/o Joyce Ann N. Dagongdong (STF-2024-04-01041) - 6</i>	6	6	2025-09-19 #: DR-22510	0	Completed
Specification: * It is filled with 100% fiber * Covered with a brushed microfiber fabric * Highly resilient * Good comfort and support factor * Size: 18? x 28? * 100% legit from URATEX							
22	pc	Umbrella Seal Distribution <i>OHIGP c/o Josefina L. Soria (STF-2025-02-00231) - 21000</i>	21000	0		21000	Undelivered
Specification: None							
23	pack	Vellum board paper, white, 220 gsm, A4, NAPPCO Distribution <i>OHIGP c/o Josefina L. Soria (STF-2024-05-01198) - 5</i>	5	5	2025-09-08 #: DR-22333,22334	0	Completed
Specification: • Vellum Board Paper • Grammage: 220 gsm • Size: A4 • Color: White • Packaging Size: 10 sheets per pack							
24	pcs	white board, 4x8 ft, Aluminum Frame:, TIMCO Distribution <i>DCE c/o Haide B. Cuevas (STF-2024-05-01201) - 1</i>	1	1	2025-09-08 #: DR-22333,22334	0	Completed
Specification:							
INSPECTION				ACCEPTANCE			

9/22/15

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

☐ Others: _____

Date Recieved:

9/22/15

☐ Complete

☒ Partial



MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA
Head, Supply & Property Management