

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-25-35-312 (STF)**
Office/Dept: **Assorted Depts/Offices**

IAR No: 25-11-1587
Date: 2025-11-18
30,859.00

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 _____ DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 4	4	4	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
2	packs	Board, Vellum, Size: 8.5" x 11" (Letter), White, 180gsm, 10 sheets/pack, Veco / Valiant / Paperwise Distribution _____ DAS c/o Remelito A. Sabejon (STF-2025-04-00498) - 7	7	7	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
3	pcs	Cartolina, US, Green, at least 160gsm, Cosmic / Consolidated Distribution _____ DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 2 DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 3	5	5	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
4	pcs	Cartolina, US, Neon Orange, at least 160gsm, Cosmic / Consolidated Distribution _____ DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 5	5	5	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
5	pcs	Certificate Jacket, A4, Blue, TM / MGK Distribution _____ DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 65	65	65	2025-09-29 #: DR 22583, 22584,	0	Completed

Specification:

- Certificate Jacket A4
- Blue in color

6	pc	Envelope, Expanding, with garter tie, blue, long, Phoenix Distribution DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 65	65	65	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

None

7	piece	Folder, File, Long, 14pts, White, System / Coby Distribution DCST c/o Michael D. Dag-uman (STF-2025-03-00431) - 50	50	50	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

None

8	piece	Folder, Pressboard, US, Long, Pink/Maroon, Veco Distribution DALL c/o Sheila Marie Gonzaga (STF-2025-04-00535) - 20	20	20	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

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9	pc	Neck lanyard or ID sling (black) Distribution DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 100 DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 65	165	165	2025-11-17 #: DR 22793/ CI 58062, 58063, 58065	0	Completed
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Specification:

10	pieces	Notebook, Ordinary, 60 leaves, 60gsm, Consolidated Distribution DBM c/o Sheillo G. Catorce (STF-2025-03-00416) - 65	65	65	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

None

11	boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One Distribution DAS c/o Remelito A. Sabajon (STF-2025-04-00498) - 1 DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 3 DCST c/o Michael D. Dag-uman (STF-2025-03-00431) - 3	7	7	2025-09-29 #: DR 22583, 22584,	0	Completed
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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.

12	reams	Paper, Bond, A4, S-20, 70 gsm, IK One Distribution DBM c/o Shello G. Catorce (STF-2025-03-00416) - 2	2	2	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

bright white, high premium quality

13	reams	Paper, Bond, A4, S-24, 80 gsm, IK One Distribution DALL c/o Sheila Marie Gonzaga (STF-2025-04-00535) - 15	15	15	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

bright white, high premium quality

14	pcs	Paper, Manila, Olympic / MGK Distribution DBM c/o Shello G. Catorce (STF-2025-03-00416) - 30 DBM c/o Shello G. Catorce (STF-2025-03-00416) - 20	50	50	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

None

15	pack	Paper, Photo, High Gloss, A4, 230gsm, 20 shts/pack, Kodak Distribution DBM c/o Shello G. Catorce (STF-2025-03-00416) - 10	10	10	2025-11-17 #: DR 22793/ CI 58062, 58063, 58065	0	Completed
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Specification:

None

16	box of 50's	Pen, Ballpoint, Blue, 0.5mm, Oil Gel Ink, 50pcs/box, Deli Q9 / Lift Amspec / HBW Distribution DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 2 DBM c/o Shello G. Catorce (STF-2025-03-00416) - 1 DBM c/o Shello G. Catorce (STF-2025-03-00416) - 1	4	4	2025-09-29 #: DR 22583, 22584,	0	Completed
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Specification:

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

17	pieces	Pen, Permanent Marker, black, broad tip, Pilot Distribution DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 20 DBM c/o Shelllo G. Catorce (STF-2025-03-00416) - 20	40	40	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
18	pieces	Pen, Permanent Marker, blue, fine tip, Pilot Distribution DBM c/o Shelllo G. Catorce (STF-2025-03-00416) - 20	20	20	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
19	pcs	Record Book, Big, 300 pages, Vallant / Veco / Armak Distribution DAS c/o JOVELYN A. SABLAS (STF-2025-05-00613) - 5	5	5	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
20	rolls	Tape, Transparent, 24mm x 100m, Crocodile / Armak Distribution DBM c/o Shelllo G. Catorce (STF-2025-03-00416) - 10	10	10	2025-09-29 #: DR 22583, 22584,	0	Completed
Specification: None							
INSPECTION Date Inspected: 11/18/25 ☒ Inspected, verified and found in order as to quantity and specifications ☐ Others: _____ _____ _____  ACCEPTANCE Date Recieved: 11/18/25 ☒ Complete ☐ Partial							
MARK LOUIS L. GARCES Inspector				DOREEN B. ALBA Head, Supply & Property Management			