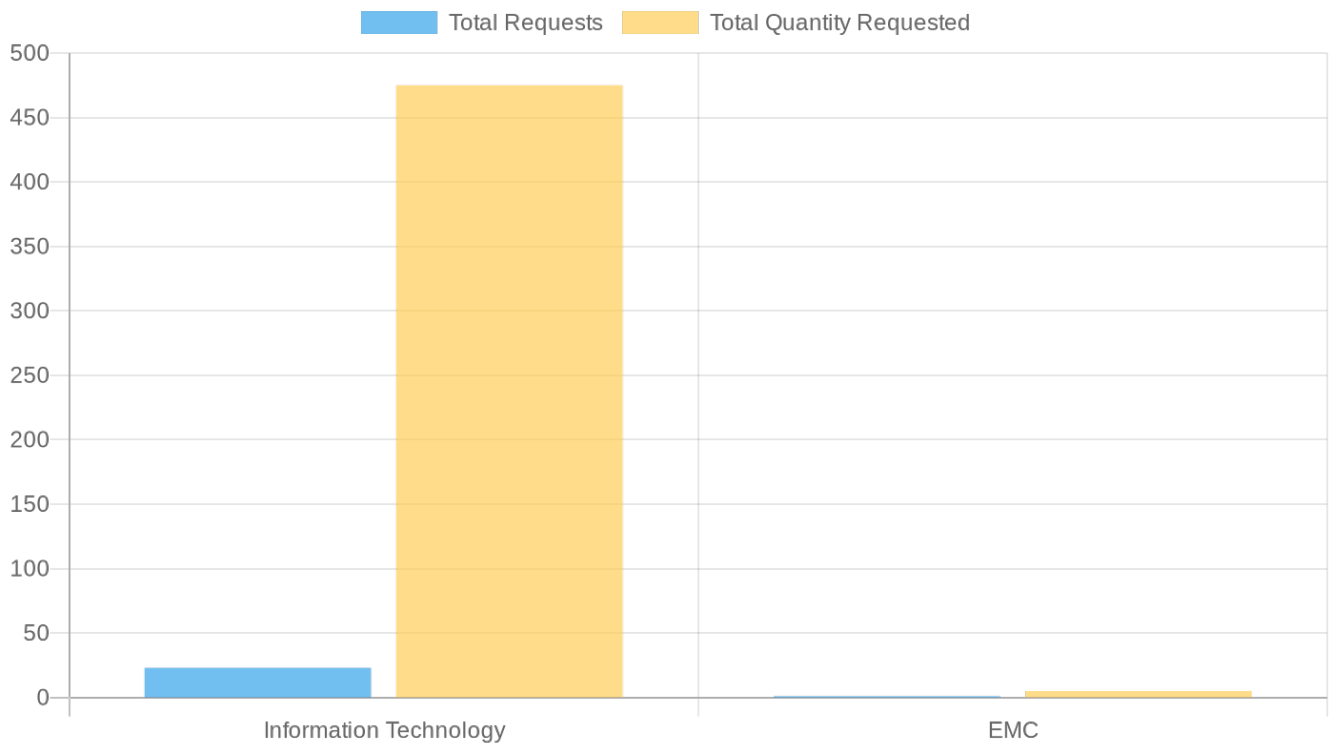




Inclusive Dates: 12/1/2025 - 12/31/2025

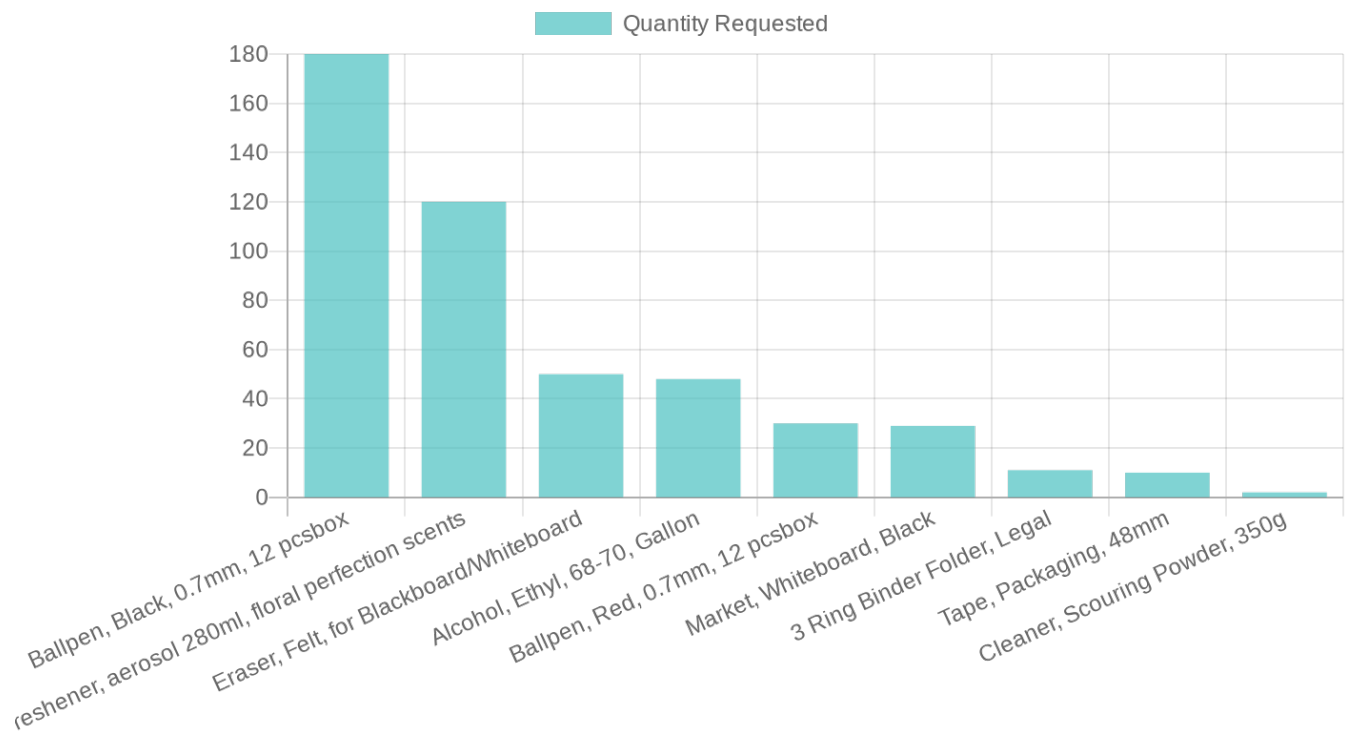
1. Department Summary

Department	Total Requests	Total Quantity Requested
Information Technology	23	475
EMC	1	5



2. Most Requested Items

Item Name	Total Quantity	Departments Requested
Ballpen, Black, 0.7mm, 12 pcsbox	180	1
Air Freshener, aerosol 280ml, floral perfection scents	120	1
Eraser, Felt, for Blackboard/Whiteboard	50	1
Alcohol, Ethyl, 68-70, Gallon	48	1
Ballpen, Red, 0.7mm, 12 pcsbox	30	1
Market, Whiteboard, Black	29	1
3 Ring Binder Folder, Legal	11	2
Tape, Packaging, 48mm	10	1
Cleaner, Scouring Powder, 350g	2	1



Analysis/Remarks (3–5 sentences):

Prepared by:

Super Admin - College of Technology

Approved by:

Dean/Head - College of Technology