



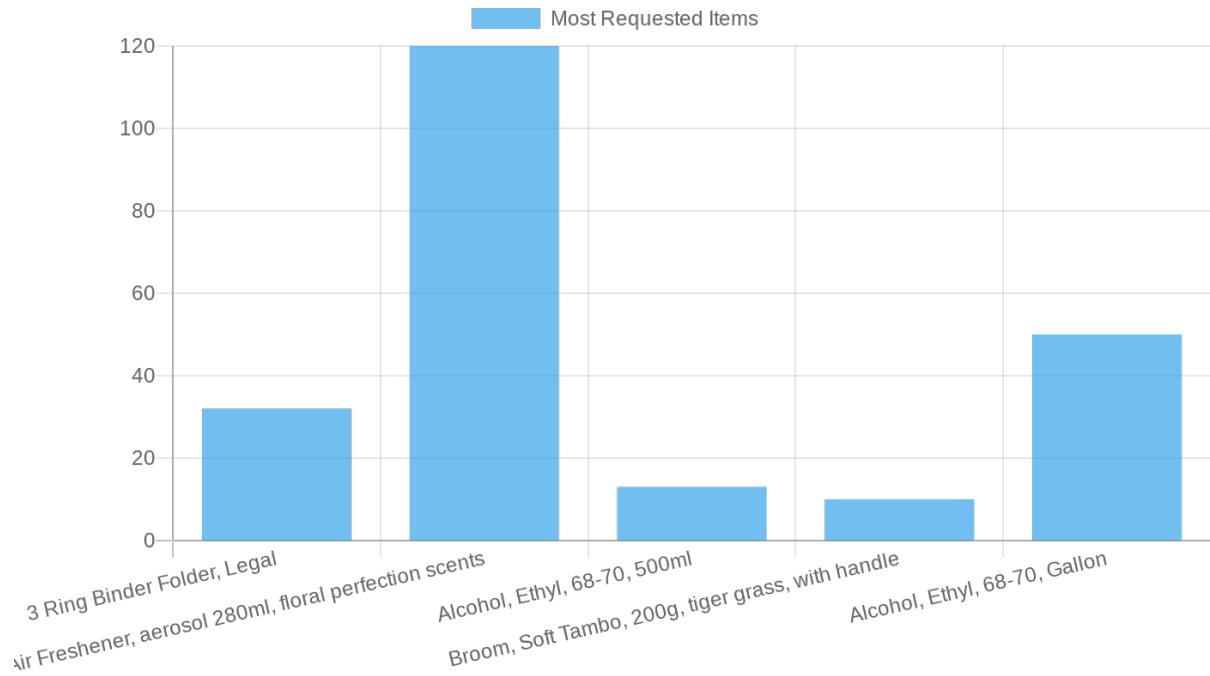
BUKIDNON STATE UNIVERSITY
 Malaybalay City, Bukidnon 8700
 College of Technology
 Tel (088) 813-5661 to 5663; TeleFax (088) 813-2717, www.buksu.edu.ph

Inclusive Dates: November 1, 2025 - November 30, 2025
 Name of Office: COT - EMC Department

Transaction and Reports:

Requested By	Item	Quantity	Date	Status
Elbert Cahanap	3 Ring Binder Folder, Legal	5	11/17/2025	Successful
Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	20	11/17/2025	Successful
Elbert Cahanap	Alcohol, Ethyl, 68-70, 500ml	9	11/17/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	20	11/18/2025	Successful
Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	50	11/18/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	5	11/18/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	1	11/19/2025	Successful
Elbert Cahanap	3 Ring Binder Folder, Legal	1	11/20/2025	Successful
Elbert Cahanap	Air Freshener, aerosol 280ml, floral perfection scents	50	11/20/2025	Successful
Elbert Cahanap	Broom, Soft Tambo, 200g, tiger grass, with handle	9	11/20/2025	Successful
Elbert Cahanap	Broom, Soft Tambo, 200g, tiger grass, with handle	1	11/20/2025	Successful
Elbert Cahanap	Alcohol, Ethyl, 68-70, Gallon	20	11/20/2025	Successful
Elbert Cahanap	Alcohol, Ethyl, 68-70, Gallon	30	11/21/2025	Successful
Elbert Cahanap	Alcohol, Ethyl, 68-70, 500ml	4	11/29/2025	Successful

Summary of most requested items in bar graph





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Analysis/Description of the results (3-5 sentences will do).

Prepared by:

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Louie Jay Labastida
Departmental Admin - EMC

Checked by:

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Mylaflor T. Mansaladez
Super Admin - College of Technology

Approved by:

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Dr. Marilou O. Espina
Dean/Head - College of Technology