



# Republic of the Philippines

Province of Nueva Vizcaya

Bayombong

PROVINCIAL HUMAN RESOURCE AND MANAGEMENT OFFICE



## MONTHLY INVENTORY REPORT

As of March 31, 2025

No.	Item Description	Units	Balance as of 02/28/2025	New Deliveries	Total Stock on Hand	Withdrawal	Available Stock
(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
Part I. Available at procurement services stores							
Pesticides or Pest Repellents							
1.	Insecticide	can	7	21	14	2	19
Solvents							
2.	ALCOHOL, ethyl, 68%070%, scented, 500ml (05ml)	bottle	0	27	27	0	27
Color Compound and Dispersions							
3.	TRODAT INK	bottle	0	29	29	0	29
Films							
4.	CARBON FILM, PE, black, size 210mm x 297mm	box	0	2	2	0	2
5.	CARBON FILM, PE, black, size 216mm x 330mm	box	0	2	2	0	2
Paper Material and Products							
6.	CARTOLINA, assorted colors	piece	0	100	100	0	100
7.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	14	14	0	14
8.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	5	5	0	5

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
9.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	44	44	0	44
10.	NOTE PAD, stick on, 76mm x 120mm (3" x 5") min	pad	0	20	20	0	20
11.	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	340	340	0	340
12.	PAPER, MULTICOPY,size: 216mm x 330mm (Long)	ream	0	73	73	0	73
13.	PAPER, Multi0Purpose (COPY) (A4)	ream	0	105	105	0	105
14.	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	18	18	0	18
15.	PAPER, PARCHMENT, size: 210 x 297mm, multi0purpose	pack	0	69	69	0	69
16.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	7	7	0	7
17.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	22	22	0	22
18.	TOILET TISSUE PAPER 20plys sheets, 150 pulls	piece	0	26	26	0	26
Batteries, Cells and Accessories							
19.	BATTERY, dry cell, AA, 2 pieces per blister pack	piece	0	18	18	0	18
20.	BATTERY, dry cell, AAA, 2 pieces per blister pack	piece	0	0	0	0	0
Measuring, Observing, and Testing Equipment							
21.	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	13	13	0	13
Cleaning Equipment and Supplies							
22.	AIR FRESHENER, aerosol, 280ml/150g min	can	0	0	0	0	0
23.	BROOM, soft (tambo)	piece	0	3	3	0	3
24.	BROOM, STICK (TING0TING), usable length: 760mm min	piece	0	5	5	0	5

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
25.	CLEANER,TOILET BOWL AND URINAL, 500ml per/can	bottle	0	24	24	0	24
26.	CLEANSER, SCOURING POWDER, 350g min./can	can	0	24	24	0	24
27.	DETERGENT BAR, 140 grams as packed	bar	0	27	27	0	27
28.	DETERGENT POWDER, all purpose, 1kg	pack	0	5	5	0	5
29.	DISINFECTANT SPRAY, aerosol type, 4000550 grams	can	0	4	4	0	4
30.	DISINFECTANT, Bleach (zonrox)	gallon	0	15	15	0	15
31.	DUST PAN, non0rigid plastic, w/ detachable handle	piece	0	6	6	0	6
32.	FLOOR WAX, PASTE, RED	can	0	1	1	0	1
33.	FURNITURE CLEANER, aerosol type, 300ml min per can(wood polish)	can	0	8	8	0	8
34.	HOE	piece	0	4	4	0	4
35.	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0
36.	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0
37.	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	12	12	0	12
38.	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	15	15	0	15
39.	RAKE	piece	0	2	2	0	2
40.	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	54	54	0	54
Office Equipment, Accessories and Supplies							
41.	ARCHFILE FOLDER, side clip, 2 14x11 legal	piece	0	0	0	0	0
42.	CLIP, BACKFOLD, all metal, clamping: 19mm (01mm) ½ inch	box	0	83	83	0	83

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
43.	CLIP, BACKFOLD, all metal, clamping: 25mm (01mm) 1 inch	box	0	33	33	0	33
44.	CLIP, BACKFOLD, all metal, clamping: 32mm (01mm) 1 ½ inch	box	0	31	31	0	31
45.	CLIP, BACKFOLD, all metal, clamping: 50mm (01mm) 2inch	box	0	40	40	0	40
46.	CORRECTION TAPE, film base type, UL 6m min	piece	0	31	31	0	31
47.	CUTTER BLADE, for heavy duty cutter	piece	0	8	8	0	8
48.	CUTTER KNIFE, for general purpose	piece	0	26	26	0	26
49.	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0
50.	DATA FOLDER, made of chipboard, taglia lock	piece	0	0	0	0	0
51.	ENVELOPE, DOCUMENTARY, for A4 size document (brown envelope)	pack	0	13	13	0	13
52.	ENVELOPE, DOCUMENTARY, for legal size document(brown envelope)	piece	0	1594	1594	0	1594
53.	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc(with garter)	piece	0	6	6	0	6
54.	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	41	41	0	41
55.	ENVELOPE, MAILING,white, 80gsm	pack	0	51	51	0	51
56.	ERASER, FELT, for blackboard/whiteboard	piece	0	2	2	0	2
57.	FASTENER, METAL, 70mm between prongs	box	0	17	17	0	17
58.	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	9	9	0	9
59.	FILE TAB DIVIDER, bristol board, for legal	set	0	20	20	0	20
60.	FOLDER, PRESSBOARD, size: 240mm x 370mm (05mm) (expanding)	box	0	0	0	0	0
61.	FOLDER, TAGBOARD, for A4 size documents (white folder)	pack	0	0	0	0	0

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
62.	FOLDER, TAGBOARD, for legal size documents (white folder)	pack	0	300	300	0	300
63.	INDEX TAB, self0adhesive, transparent	box	0	26	26	0	26
64.	MARKER, FLUORESCENT, 3 assorted colors per set (highlighter)	piece	0	86	86	0	86
65.	MARKER, whiteboard, black, felt tip, bullet type	piece	0	59	59	0	59
66.	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	15	15	0	15
67.	MARKER, whiteboard, red, felt tip, bullet type	piece	0	7	7	0	7
68.	MARKER, PERMANENT, bullet type, black	piece	0	40	40	0	40
69.	MARKER, PERMANENT, bullet type, blue	piece	0	93	93	0	93
70.	MARKER, PERMANENT, bullet type, red	piece	0	0	0	0	0
71.	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	0	71	71	0	71
72.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	0	88	88	0	88
73.	PENCIL, lead, w/ eraser, wood cased, hardness: HB	piece	0	467	467	0	467
74.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	0	27	27	0	27
75.	STORAGE BOX WITH LID	piece	0	0	0	0	0
76.	DATING AND STAMPING MACHINE, heavy duty	piece	0	6	6	0	6
77.	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0
78.	PUNCHER, paper, heavy duty, with two hole guide	piece	0	10	10	0	10
79.	SCISSORS, symmetrical, blade length: 65mm min	piece	0	6	6	0	6
80.	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0	6	6	0	6

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
81.	LONG REACH STAPLER	piece	0	2	2	0	2
82.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	0	10	10	0	10
83.	CALCULATOR, compact, 12 digits	unit	0	2	2	0	2
Printer or Facsimile or Photocopy Supplies							
84.	INK CART, EPSON C13T664100 (T6641), Black	cart	0	27	27	0	27
85.	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	23	23	0	23
86.	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	26	26	0	26
87.	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	23	23	0	23
Consumer Electronics							
88.	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	2	2	0	2
Arts and Crafts Equipment, Accessories and Supplies							
89.	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0
90.	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	13	13	0	13
91.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
92.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
93.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
Manufacturing Components and Supplies							
94.	GLUE, all purpose, gross weight: 200 grams min	jar	0	13	13	0	13
95.	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	40	40	0	40

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96.	STAPLE WIRE, STANDARD, (26/6)	box	0	32	32	0	32
97.	TAPE ADHESIVE	roll	0	19	19	0	19
98.	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	3	3	0	3
99.	TAPE, MASKING, width: 24mm (±1mm)	roll	0	46	46	0	46
100.	TAPE, MASKING, width: 48mm (±1mm)	roll	0	43	43	0	43
101.	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	19	19	0	19
102.	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	58	58	0	58
103.	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	45	45	0	45
104.	TWINE, plastic, one (1) kilo per roll	roll	0	2	2	0	2
Part II. Other items not available at ps but regularly purchased from other sources							
Common Office Supplies							
105.	AutoMatic Numbering Machine	box	0	1	1	0	1
106.	Canon Laid Paper Long assorted	pack	0	0	0	0	0
107.	Colored Paper	ream	0	4	4	0	4
108.	Columnar Notebook 24 columns	piece	0	11	11	0	11
109.	Correction Pen	piece	0	34	34	0	34
110.	CORKBOARD	piece	0	0	0	0	0
111.	Crayola (8 colors/16 colors/box) (crayons)	box	0	24	24	0	24
112.	FILLER REFILL (notebook)	piece	0	0	0	0	0

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113.	FOLDER, TAGBOARD, for legal size documents (brown)	pack	0	0	0	0	0
114.	FOLDER, L0type, plastic, for A4 size documents	pack	0	12	12	0	12
115.	FOLDER, L0type, plastic, for legal size documents	pack	0	82	82	0	82
116.	Laminating pouch (13", 100/pack)	pack	0	4	4	0	4
117.	Laminating film A4	pack	0	3	3	0	3
118.	Manila Paper, 10 pieces per pack	pack	0	7	7	0	7
119.	MARKER, PERMANENT, bullet type, blue BIG	piece	0	2	2	0	2
120.	MARKER, PERMANENT, bullet type, black BIG	piece	0	0	0	0	0
121.	MARKER, PERMANENT, bullet type, Green	piece	0	0	0	0	0
122.	MARKER, PERMANENT, twin Violet	piece	0	7	7	0	7
123.	Paper fastener, plastic vinyl 50s	box	0	17	17	0	17
124.	Paper fastener "70mm" big	box	0	25	25	0	25
125.	Paste	bottle	0	17	17	0	17
126.	PAPER, Multi0Purpose (COPY) 8/14 inch (super long)	ream	0	27	27	0	27
127.	PHOTO PAPER	pack	0	7	7	0	7
128.	Pen0 Ballpen, BLACK, fine point	piece	0	10	10	0	10
129.	Pen0 Ballpen, RED, fine point	piece	0	153	153	0	153
130.	Pen0 Ballpen, VIOLET, fine point	piece	0	11	11	0	11
131.	Plastic head Push Pins	box	0	7	7	0	7



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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
132.	Rubber Band Big	box	0	5	5	0	5
133.	Rubber Band Small	box	0	8	8	0	8
134.	Safety pins	box	0	65	65	0	65
135.	SIGN PEN, Violet, liquid/gel ink, 0.5mm needle tip(dong A)	piece	0	25	25	0	25
136.	SIGN PEN, Violet, V7	piece	0	5	5	0	5
137.	Sticker paper (A4 size) asst colors 10pck	pack	0	37	37	0	37
138.	Stick Glue	piece	0	180	180	0	180
139.	Vellium Paper	pack	0	7	7	0	7
140.	Type Writer Ribbon	piece	0	13	13	0	13
Common Janitorial Supplies							
141.	Bath Soap	piece	0	8	8	0	8
142.	Deodorant Cake	piece	0	14	14	0	14
143.	Dishwashing paste	piece	0	1	1	0	1
144.	Floor Polisher (Floormate 12" Brush)	piece	0	6	6	0	6
145.	Floor wax, paste, red per pack	pack	0	2	2	0	2
146.	Glass Cleaner	bottle	0	15	15	0	15
147.	Hand soap (Liquid)	piece	0	0	0	0	0
148.	Muriatic Acid	bottle	0	4	4	0	4
149.	String Doormat, wooven, rectangular	piece	0	9	9	0	9

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
150.	Toilet Brush	piece	0	7	7	0	7
151.	TRASHBAG, black 29x39	roll	0	13	13	0	13
152.	EPSON 003 yellow	bottle	0	84	84	0	84
Printed Forms							
153.	Locator Slips (Booklet of 50s, prenumbered, 2 copies), LS	booklet	0	0	0	0	0
154.	Time Card for Amano Bundy Card, 14 pts, TCABC	piece	0	998	998	0	998
155.	Leave Application Review Form, prenumbered, 2 copies, LARF	booklet	0	0	0	0	0
156.	Leave Cancellation Form, prenumbered, 2 copies, LCF	booklet	0	0	0	0	0
Computer Supplies							
157.	Anti Virus, 3 in 1 software	piece	0	1	1	0	1
158.	Automatic Voltage Regulator (AVR)	piece	0	0	0	0	0
159.	Computer Mouse	piece	0	0	0	0	0
160.	Computer Keyboard	piece	0	0	0	0	0
161.	Uninterruptibe Power Supply (UPS)	piece	0	0	0	0	0
162.	DVD0RW	piece	0	0	0	0	0
163.	DVD0R	piece	0	198	198	0	198
164.	CD0R	piece	0	205	205	0	205
165.	CD0RW	piece	0	2	2	0	2
166.	Flash Drives	piece	0	4	4	0	4

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
167.	Hard Drives	piece	0	1	1	0	1
Consumables							
168.	Canon Ink 790 Black	bottle	0	56	56	0	56
169.	Canon Ink 790 Cyan	bottle	0	34	34	0	34
170.	Canon Ink 790 Magenta	bottle	0	34	34	0	34
171.	Canon Ink 790 Yellow	bottle	0	0	0	0	0
172.	CR0Ink 52847	piece	0	3	3	0	3
173.	EPSON 003 black	bottle	0	8	8	0	8
174.	EPSON 003 cyan	bottle	0	91	91	0	91
175.	EPSON 003 magenta	bottle	0	93	93	0	93
176.	EPSON L200 Ink = Black T774	bottle	0	32	32	0	32
177.	EPSON L31102	piece	0	0	0	0	0
178.	GESTETNER RISO INK DX2430	cart	0	17	17	0	17
179.	HP 21 A Black	cart	0	0	0	0	0
180.	HP 22 Colored	cart	0	0	0	0	0
181.	Toner MP 2501	piece	0	6	6	0	6
182.	Riso 1230D	piece	0	3	3	0	3
Other New Items							
183.	Fabric Conditioner, 900 ml	bottle	0	0	0	0	0

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184.	Lever, Archfile Legal	piece	0	16	16	0	16
185.	Liquid hand sanitizer, 500ml	bottle	0	2	2	0	2
186.	Padding glue 9 for binding, 1/2kg	piece	0	3	3	0	3
187.	Surgical mask	box	0	4	4	0	4
188.	Woven Sacks	piece	0	2	2	0	2
189.	Steel Wool	piece	0	4	4	0	4
190.	Sponge	piece	0	14	14	0	14
191.	Squeegee	piece	0	1	1	0	1
192.	Push Brush	piece	0	2	2	0	2
193.	Document Tray	piece	0	4	4	0	4
194.	Multi page flip table card rack/display stand holder	piece	0	2	2	0	2
195.	Paper Cutter	unit	0	1	1	0	1
196.	Acrylic paper holder	piece	0	2	2	0	2
197.	Rubber boots	pair	0	1	1	0	1
198.	Ricoh Toner MP2014HS	piece	0	3	3	0	3
199.	Clipboard (wooden) A4	piece	0	5	5	0	5
200.	Clipboard (wooden) Long	piece	0	1	1	0	1
201.	PAPER, Multi0Purpose (COPY) (short)	ream	0	3	3	0	3
202.	SHOVEL	piece	0	7	7	0	7

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
203.	ID PUNCHER	piece	0	1	1	0	1

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