



Republic of the Philippines

Province of Nueva Vizcaya

Bayombong

PROVINCIAL HUMAN RESOURCE AND MANAGEMENT OFFICE



SUPPLIES UTILIZATION QUARTERLY REPORT

As of June 30, 2025

| No. | Item Description | Units | Stock on Hand | Total Delivered | Total Stock on Hand | MONTHLY UTILIZATION WITHDRAWAL | | | | Available Stock |
|--|---|--------|---------------|-----------------|---------------------|--------------------------------|-----|-----|-----------|-----------------|
| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| Part I. Available at procurement services stores | | | | | | | | | | |
| Pesticides or Pest Repellents | | | | | | | | | | |
| 1. | Insecticide, aerosol type, net content:600 ml min | can | 4 | 20 | 24 | 0 | 0 | 0 | 0 | 24 |
| Solvents | | | | | | | | | | |
| 2. | ALCOHOL, ethyl, 68%070%, scented, 500ml (05ml) | bottle | 22 | 15 | 37 | 0 | 20 | 0 | 20 | 17 |
| Color Compound and Dispersions | | | | | | | | | | |
| 3. | STAMP PAD INK, purple or violet | bottle | 26 | 5 | 31 | 0 | 0 | 0 | 0 | 31 |
| 4. | TRODAT INK | bottle | 29 | 0 | 29 | 0 | 0 | 0 | 0 | 29 |
| Films | | | | | | | | | | |
| 5. | CARBON FILM, PE, black, size 210mm x 297mm | box | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 |
| 6. | CARBON FILM, PE, black, size 216mm x 330mm | box | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Paper Material and Products | | | | | | | | | | |
| 7. | CARTOLINA, assorted colors | piece | 100 | 0 | 100 | 0 | 0 | 0 | 0 | 100 |

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| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 8. | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | pad | 14 | 0 | 14 | 0 | 0 | 0 | 0 | 14 |
| 9. | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | pad | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 10. | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | pad | 44 | 0 | 44 | 0 | 0 | 0 | 0 | 44 |
| 11. | NOTE PAD, stick on, 76mm x 120mm (3" x 5") min | pad | 20 | 0 | 20 | 0 | 0 | 0 | 0 | 20 |
| 12. | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 340 | 5 | 345 | 0 | 0 | 0 | 0 | 345 |
| 13. | PAPER, MULTICOPY,size: 216mm x 330mm (Long) | ream | 73 | 0 | 73 | 0 | 0 | 0 | 0 | 73 |
| 14. | PAPER, Multi0Purpose (COPY) (A4) | ream | 105 | 0 | 105 | 0 | 0 | 0 | 0 | 105 |
| 15. | PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm) | pad | 18 | 0 | 18 | 0 | 0 | 0 | 0 | 18 |
| 16. | PAPER, PARCHMENT, size: 210 x 297mm, multi0purpose | pack | 69 | 0 | 69 | 0 | 0 | 0 | 0 | 69 |
| 17. | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | book | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 18. | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | book | 22 | 0 | 22 | 0 | 0 | 0 | 0 | 22 |
| 19. | TOILET TISSUE PAPER 20plys sheets, 150 pulls | piece | 26 | 0 | 26 | 0 | 0 | 0 | 0 | 26 |
| Batteries, Cells and Accessories | | | | | | | | | | |
| 20. | BATTERY, dry cell, AA, 2 pieces per blister pack | piece | 18 | 0 | 18 | 0 | 0 | 0 | 0 | 18 |
| 21. | BATTERY, dry cell, AAA, 2 pieces per blister pack | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manufacturing Components and Supplies | | | | | | | | | | |
| 22. | GLUE, all purpose, gross weight: 200 grams min | jar | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |
| 23. | STAPLE WIRE, for heavy duty staplers, (23/13) | box | 40 | 0 | 40 | 0 | 0 | 0 | 0 | 40 |

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| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 24. | STAPLE WIRE, STANDARD, (26/6) | box | 32 | 0 | 32 | 0 | 0 | 0 | 0 | 32 |
| 25. | TAPE ADHESIVE | roll | 19 | 0 | 19 | 0 | 0 | 0 | 0 | 19 |
| 26. | TAPE, ELECTRICAL, 18mm x 16M min | roll | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 27. | TAPE, MASKING, width: 24mm (±1mm) | roll | 46 | 0 | 46 | 0 | 0 | 0 | 0 | 46 |
| 28. | TAPE, MASKING, width: 48mm (±1mm) | roll | 43 | 0 | 43 | 0 | 0 | 0 | 0 | 43 |
| 29. | TAPE, PACKAGING, width: 48mm (±1mm) | roll | 19 | 0 | 19 | 0 | 0 | 0 | 0 | 19 |
| 30. | TAPE, TRANSPARENT, width: 24mm (±1mm) | roll | 58 | 0 | 58 | 0 | 0 | 0 | 0 | 58 |
| 31. | TAPE, TRANSPARENT, width: 48mm (±1mm) | roll | 45 | 0 | 45 | 0 | 0 | 0 | 0 | 45 |
| 32. | TWINE, plastic, one (1) kilo per roll | roll | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Measuring, Observing, and Testing Equipment | | | | | | | | | | |
| 33. | RULER, plastic, 450mm (18"), width: 38mm min | piece | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |
| Cleaning Equipment and Supplies | | | | | | | | | | |
| 34. | AIR FRESHENER, aerosol, 280ml/150g min | can | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 35. | BROOM, soft (tambo) | piece | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 36. | BROOM, STICK (TING0TING), usable length: 760mm min | piece | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 37. | CLEANER,TOILET BOWL AND URINAL, 500ml per/can | bottle | 24 | 0 | 24 | 0 | 0 | 0 | 0 | 24 |
| 38. | CLEANSER, SCOURING POWDER, 350g min./can | can | 24 | 0 | 24 | 0 | 0 | 0 | 0 | 24 |
| 39. | DETERGENT BAR, 140 grams as packed | bar | 27 | 0 | 27 | 0 | 0 | 0 | 0 | 27 |

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| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 40. | DETERGENT POWDER, all purpose, 1kg | pack | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 41. | DISINFECTANT SPRAY, aerosol type, 4000550 grams | can | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 42. | DISINFECTANT, Bleach (zonrox) | gallon | 15 | 0 | 15 | 0 | 0 | 0 | 0 | 15 |
| 43. | DUST PAN, non0rigid plastic, w/ detachable handle | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 44. | FLOOR WAX, PASTE, RED | can | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 45. | FURNITURE CLEANER, aerosol type, 300ml min per can(wood polish) | can | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 8 |
| 46. | HOE | piece | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 47. | MOP BUCKET, heavy duty, hard plastic | unit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 48. | MOPHANDLE, heavy duty, aluminum, screw type | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 49. | MOPHEAD, made of rayon, weight: 400 grams min | piece | 12 | 0 | 12 | 0 | 0 | 0 | 0 | 12 |
| 50. | RAGS, all cotton, 32 pieces per kilogram min | bundle | 15 | 0 | 15 | 0 | 0 | 0 | 0 | 15 |
| 51. | RAKE | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 52. | SCOURING PAD, made of synthetic nylon, 140 x 220mm | pack | 54 | 0 | 54 | 0 | 0 | 0 | 0 | 54 |
| Office Equipment, Accessories and Supplies | | | | | | | | | | |
| 53. | ARCHFILE FOLDER, side clip, 2 14x11 legal | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 54. | CLIP, BACKFOLD, all metal, clamping: 19mm (01mm) ½ inch | box | 83 | 0 | 83 | 0 | 0 | 0 | 0 | 83 |
| 55. | CLIP, BACKFOLD, all metal, clamping: 25mm (01mm) 1 inch | box | 33 | 0 | 33 | 0 | 0 | 0 | 0 | 33 |
| 56. | CLIP, BACKFOLD, all metal, clamping: 32mm (01mm) 1 ½ inch | box | 31 | 0 | 31 | 0 | 0 | 0 | 0 | 31 |

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| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 57. | CLIP, BACKFOLD, all metal, clamping: 50mm (01mm) 2inch | box | 40 | 0 | 40 | 0 | 0 | 0 | 0 | 40 |
| 58. | CORRECTION TAPE, film base type, UL 6m min | piece | 31 | 0 | 31 | 0 | 0 | 0 | 0 | 31 |
| 59. | CUTTER BLADE, for heavy duty cutter | piece | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 8 |
| 60. | CUTTER KNIFE, for general purpose | piece | 26 | 0 | 26 | 0 | 0 | 0 | 0 | 26 |
| 61. | DATA FILE BOX, made of chipboard, with closed ends | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 62. | DATA FOLDER, made of chipboard, taglia lock | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 63. | ENVELOPE, DOCUMENTARY, for A4 size document (brown envelope) | pack | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |
| 64. | ENVELOPE, DOCUMENTARY, for legal size document(brown envelope) | piece | 1594 | 0 | 1594 | 0 | 0 | 0 | 0 | 1594 |
| 65. | ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc(with garter) | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 66. | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 41 | 0 | 41 | 0 | 0 | 0 | 0 | 41 |
| 67. | ENVELOPE, MAILING,white, 80gsm | pack | 51 | 0 | 51 | 0 | 0 | 0 | 0 | 51 |
| 68. | ERASER, FELT, for blackboard/whiteboard | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 69. | FASTENER, METAL, 70mm between prongs | box | 17 | 0 | 17 | 0 | 0 | 0 | 0 | 17 |
| 70. | FILE ORGANIZER, expanding, plastic, 12 pockets | piece | 9 | 0 | 9 | 0 | 0 | 0 | 0 | 9 |
| 71. | FILE TAB DIVIDER, bristol board, for legal | set | 20 | 0 | 20 | 0 | 0 | 0 | 0 | 20 |
| 72. | FOLDER, PRESSBOARD, size: 240mm x 370mm (05mm) (expanding) | box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 73. | FOLDER, TAGBOARD, for A4 size documents (white folder) | pack | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 74. | FOLDER, TAGBOARD, for legal size documents (white folder) | pack | 300 | 0 | 300 | 0 | 0 | 0 | 0 | 300 |

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| 75. | INDEX TAB, self0adhesive, transparent | box | 26 | 0 | 26 | 0 | 0 | 0 | 0 | 26 |
| 76. | MARKER, FLUORESCENT, 3 assorted colors per set (highlighter) | piece | 86 | 0 | 86 | 0 | 0 | 0 | 0 | 86 |
| 77. | MARKER, whiteboard, black, felt tip, bullet type | piece | 59 | 0 | 59 | 0 | 0 | 0 | 0 | 59 |
| 78. | MARKER, whiteboard, blue, felt tip, bullet type | piece | 15 | 0 | 15 | 0 | 0 | 0 | 0 | 15 |
| 79. | MARKER, whiteboard, red, felt tip, bullet type | piece | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 80. | MARKER, PERMANENT, bullet type, black | piece | 40 | 0 | 40 | 0 | 0 | 0 | 0 | 40 |
| 81. | MARKER, PERMANENT, bullet type, blue | piece | 93 | 0 | 93 | 0 | 0 | 0 | 0 | 93 |
| 82. | MARKER, PERMANENT, bullet type, red | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 83. | PAPER CLIP, vinyl/plastic coat, length: 32mm min | box | 71 | 0 | 71 | 0 | 0 | 0 | 0 | 71 |
| 84. | PAPER CLIP, vinyl/plastic coat, length: 48mm min | box | 88 | 0 | 88 | 0 | 0 | 0 | 0 | 88 |
| 85. | PENCIL, lead, w/ eraser, wood cased, hardness: HB | piece | 467 | 0 | 467 | 0 | 0 | 0 | 0 | 467 |
| 86. | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 27 | 0 | 27 | 0 | 0 | 0 | 0 | 27 |
| 87. | STORAGE BOX WITH LID | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 88. | DATING AND STAMPING MACHINE, heavy duty | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 89. | PENCIL SHARPENER, manual, single cutter head | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 90. | PUNCHER, paper, heavy duty, with two hole guide | piece | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 10 |
| 91. | SCISSORS, symmetrical, blade length: 65mm min | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 92. | STAPLER, STANDARD TYPE, load cap: 200 staples min | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |

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| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 93. | LONG REACH STAPLER | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 94. | TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 10 |
| 95. | CALCULATOR, compact, 12 digits | unit | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Printer or Facsimile or Photocopy Supplies | | | | | | | | | | |
| 96. | INK CART, EPSON C13T664100 (T6641), Black | cart | 27 | 0 | 27 | 0 | 0 | 0 | 0 | 27 |
| 97. | INK CART, EPSON C13T664200 (T6642), Cyan | cart | 23 | 0 | 23 | 0 | 0 | 0 | 0 | 23 |
| 98. | INK CART, EPSON C13T664300 (T6643), Magenta | cart | 26 | 0 | 26 | 0 | 0 | 0 | 0 | 26 |
| 99. | INK CART, EPSON C13T664400 (T6644), Yellow | cart | 23 | 0 | 23 | 0 | 0 | 0 | 0 | 23 |
| Consumer Electronics | | | | | | | | | | |
| 100. | DIGITAL VOICE RECORDER, memory: 4GB (expandable) | unit | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| Arts and Crafts Equipment, Accessories and Supplies | | | | | | | | | | |
| 101. | CLEARBOOK, 20 transparent pockets, for LEGAL size | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 102. | ERASER, PLASTIC/RUBBER, for pencil draft/writing | piece | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |
| 103. | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 104. | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 105. | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Part II. Other items not available at ps but regularly purchased from other sources | | | | | | | | | | |
| Common Office Supplies | | | | | | | | | | |

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| 106. | AutoMatic Numbering Machine | box | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 107. | Canon Laid Paper Long assorted | pack | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 108. | Colored Paper | ream | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 109. | Columnar Notebook 24 columns | piece | 11 | 0 | 11 | 0 | 0 | 0 | 0 | 11 |
| 110. | Correction Pen | piece | 34 | 0 | 34 | 0 | 0 | 0 | 0 | 34 |
| 111. | CORKBOARD | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 112. | Crayola (8 colors/16 colors/box) (crayons) | box | 24 | 0 | 24 | 0 | 0 | 0 | 0 | 24 |
| 113. | FILLER REFILL (notebook) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 114. | FOLDER, TAGBOARD, for legal size documents (brown) | pack | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 115. | FOLDER, L0type, plastic, for A4 size documents | pack | 12 | 0 | 12 | 0 | 0 | 0 | 0 | 12 |
| 116. | FOLDER, L0type, plastic, for legal size documents | pack | 82 | 0 | 82 | 0 | 0 | 0 | 0 | 82 |
| 117. | Laminating pouch (13", 100/pack) | pack | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 118. | Laminating film A4 | pack | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 119. | Manila Paper, 10 pieces per pack | pack | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 120. | MARKER, PERMANENT, bullet type, blue BIG | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 121. | MARKER, PERMANENT, bullet type, black BIG | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 122. | MARKER, PERMANENT, bullet type, Green | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 123. | MARKER, PERMANENT, twin Violet | piece | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |

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| 124. | Paper fastener, plastic vinyl 50s | box | 17 | 0 | 17 | 0 | 0 | 0 | 0 | 17 |
| 125. | Paper fastener "70mm" big | box | 25 | 0 | 25 | 0 | 0 | 0 | 0 | 25 |
| 126. | Paste | bottle | 17 | 0 | 17 | 0 | 0 | 0 | 0 | 17 |
| 127. | PAPER, Multi0Purpose (COPY) 8/14 inch (super long) | ream | 27 | 0 | 27 | 0 | 0 | 0 | 0 | 27 |
| 128. | PHOTO PAPER | pack | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 129. | Pen0 Ballpen, BLACK, fine point | piece | 10 | 0 | 10 | 0 | 0 | 0 | 0 | 10 |
| 130. | Pen0 Ballpen, RED, fine point | piece | 153 | 0 | 153 | 0 | 0 | 0 | 0 | 153 |
| 131. | Pen0 Ballpen, VIOLET, fine point | piece | 11 | 0 | 11 | 0 | 0 | 0 | 0 | 11 |
| 132. | Plastic head Push Pins | box | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 133. | Rubber Band Big | box | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 134. | Rubber Band Small | box | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 8 |
| 135. | Safety pins | box | 65 | 0 | 65 | 0 | 0 | 0 | 0 | 65 |
| 136. | SIGN PEN, Violet, liquid/gel ink, 0.5mm needle tip(dong A) | piece | 25 | 0 | 25 | 0 | 0 | 0 | 0 | 25 |
| 137. | SIGN PEN, Violet, V7 | piece | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 138. | Sticker paper (A4 size) asst colors 10pck | pack | 37 | 0 | 37 | 0 | 0 | 0 | 0 | 37 |
| 139. | Stick Glue | piece | 180 | 0 | 180 | 0 | 0 | 0 | 0 | 180 |
| 140. | Vellium Paper | pack | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 141. | Type Writer Ribbon | piece | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |

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| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| Common Janitorial Supplies | | | | | | | | | | |
| 142. | Bath Soap | piece | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 8 |
| 143. | Deodorant Cake | piece | 14 | 0 | 14 | 0 | 0 | 0 | 0 | 14 |
| 144. | Dishwashing paste | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 145. | Floor Polisher (Floormate 12" Brush) | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 146. | Floor wax, paste, red per pack | pack | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 147. | Glass Cleaner | bottle | 15 | 0 | 15 | 0 | 0 | 0 | 0 | 15 |
| 148. | Hand soap (Liquid) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 149. | Muriatic Acid | bottle | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 150. | String Doormat, wooven, rectangular | piece | 9 | 0 | 9 | 0 | 0 | 0 | 0 | 9 |
| 151. | Toilet Brush | piece | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 152. | TRASHBAG, black 29x39 | roll | 13 | 0 | 13 | 0 | 0 | 0 | 0 | 13 |
| 153. | EPSON 003 yellow | bottle | 84 | 0 | 84 | 0 | 0 | 0 | 0 | 84 |
| Printed Forms | | | | | | | | | | |
| 154. | Locator Slips (Booklet of 50s, prenumbered, 2 copies), LS | booklet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 155. | Time Card for Amano Bundy Card, 14 pts, TCABC | piece | 998 | 0 | 998 | 0 | 0 | 0 | 0 | 998 |
| 156. | Leave Application Review Form, prenumbered, 2 copies, LARF | booklet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 157. | Leave Cancellation Form, prenumbered, 2 copies, LCF | booklet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| Computer Supplies | | | | | | | | | | |
| 158. | Anti Virus, 3 in 1 software | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 159. | Automatic Voltage Regulator (AVR) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 160. | Computer Mouse | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 161. | Computer Keyboard | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 162. | Uninterruptibe Power Supply (UPS) | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 163. | DVD0RW | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 164. | DVD0R | piece | 198 | 0 | 198 | 0 | 0 | 0 | 0 | 198 |
| 165. | CD0R | piece | 205 | 0 | 205 | 0 | 0 | 0 | 0 | 205 |
| 166. | CD0RW | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 167. | Flash Drives | piece | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 168. | Hard Drives | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Consumables | | | | | | | | | | |
| 169. | Canon Ink 790 Black | bottle | 56 | 0 | 56 | 0 | 0 | 0 | 0 | 56 |
| 170. | Canon Ink 790 Cyan | bottle | 34 | 0 | 34 | 0 | 0 | 0 | 0 | 34 |
| 171. | Canon Ink 790 Magenta | bottle | 34 | 0 | 34 | 0 | 0 | 0 | 0 | 34 |
| 172. | Canon Ink 790 Yellow | bottle | 34 | 0 | 34 | 0 | 0 | 0 | 0 | 34 |
| 173. | CR0Ink 52847 | piece | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |

| No. | Item Description | Units | Stock on Hand | Total Delivered | Total Stock on Hand | MONTHLY UTILIZATION WITHDRAWAL | | | | Available Stock |
|-----------------|-----------------------------------|--------|---------------|-----------------|---------------------|--------------------------------|-----|-----|-----------|-----------------|
| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 174. | EPSON 003 black | bottle | 8 | 0 | 8 | 0 | 0 | 0 | 0 | 8 |
| 175. | EPSON 003 cyan | bottle | 91 | 0 | 91 | 0 | 0 | 0 | 0 | 91 |
| 176. | EPSON 003 magenta | bottle | 93 | 0 | 93 | 0 | 0 | 0 | 0 | 93 |
| 177. | EPSON L200 Ink = Black T774 | bottle | 32 | 0 | 32 | 0 | 0 | 0 | 0 | 32 |
| 178. | EPSON L31102 | piece | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 179. | GESTETNER RISO INK DX2430 | cart | 17 | 0 | 17 | 0 | 0 | 0 | 0 | 17 |
| 180. | HP 21 A Black | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181. | HP 22 Colored | cart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 182. | Toner MP 2501 | piece | 6 | 0 | 6 | 0 | 0 | 0 | 0 | 6 |
| 183. | Riso 1230D | piece | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| Other New Items | | | | | | | | | | |
| 184. | Fabric Conditioner, 900 ml | bottle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 185. | Lever, Archfile Legal | piece | 16 | 0 | 16 | 0 | 0 | 0 | 0 | 16 |
| 186. | Liquid hand sanitizer, 500ml | bottle | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 187. | Padding glue 9 for binding, 1/2kg | piece | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 188. | Surgical mask | box | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 189. | Woven Sacks | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 190. | Steel Wool | piece | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |

| No. | Item Description | Units | Stock on Hand | Total Delivered | Total Stock on Hand | MONTHLY UTILIZATION WITHDRAWAL | | | | Available Stock |
|------|--|-------|---------------|-----------------|---------------------|--------------------------------|-----|-----|-----------|-----------------|
| | | | | | | Apr | May | Jun | Total | |
| (A) | | (B) | (C) | (D) | (E=C+D) | (F) | (G) | (H) | (I=E+F+G) | (J=E-I) |
| 191. | Sponge | piece | 14 | 0 | 14 | 0 | 0 | 0 | 0 | 14 |
| 192. | Squeegee | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 193. | Push Brush | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 194. | Document Tray | piece | 4 | 0 | 4 | 0 | 0 | 0 | 0 | 4 |
| 195. | Multi page flip table card rack/display stand holder | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 196. | Paper Cutter | unit | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 197. | Acrylic paper holder | piece | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 2 |
| 198. | Rubber boots | pair | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 199. | Ricoh Toner MP2014HS | piece | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 200. | Clipboard (wooden) A4 | piece | 5 | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| 201. | Clipboard (wooden) Long | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 202. | PAPER, Multi0Purpose (COPY) (short) | ream | 3 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| 203. | SHOVEL | piece | 7 | 0 | 7 | 0 | 0 | 0 | 0 | 7 |
| 204. | ID PUNCHER | piece | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |

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