



# Republic of the Philippines

Province of Nueva Vizcaya

Bayombong

PROVINCIAL HUMAN RESOURCE AND MANAGEMENT OFFICE



## SUPPLIES UTILIZATION QUARTERLY REPORT

As of September 30, 2025

No.	Item Description	Units	Stock on Hand	Total Delivered	Total Stock on Hand	MONTHLY UTILIZATION WITHDRAWAL				Available Stock
						Jul	Aug	Sep	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	34	0	34	0	0	0	0	34
Solvents										
2.	ALCOHOL, ethyl, 68%070%, scented, 500ml (05ml)	bottle	42	0	42	0	0	0	0	42
Color Compound and Dispersions										
3.	STAMP PAD INK, purple or violet	bottle	31	0	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	21	0	21	0	0	0	0	21
6.	CARBON FILM, PE, black, size 216mm x 330mm	box	17	0	17	0	0	0	0	17
Paper Material and Products										
7.	CARTOLINA, assorted colors	piece	105	0	105	0	0	0	0	105

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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	325	0	325	0	0	0	0	325
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	2	0	2	0	0	0	0	2
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	45	0	45	0	0	0	0	45

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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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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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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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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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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

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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
						Jul	Aug	Sep	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

Prepared by:

Reviewed by:

Noted by:

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