



# 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)
<b>Part I. Available at procurement services stores</b>							
<b>Pesticides or Pest Repellents</b>							
1.	Insecticide, aerosol type, net content:600 ml min	can	-5	14	9	5	4
<b>Solvents</b>							
2.	ALCOHOL, ethyl, 68%070%, scented, 500ml (05ml)	bottle	0	22	22	0	22
<b>Color Compound and Dispersions</b>							
3.	STAMP PAD INK, purple or violet	bottle	0	26	26	0	26
4.	TRODAT INK	bottle	0	29	29	0	29
<b>Films</b>							
5.	CARBON FILM, PE, black, size 210mm x 297mm	box	0	2	2	0	2
6.	CARBON FILM, PE, black, size 216mm x 330mm	box	0	2	2	0	2
<b>Paper Material and Products</b>							
7.	CARTOLINA, assorted colors	piece	0	100	100	0	100
8.	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	14	14	0	14

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
9.	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	5	5	0	5
10.	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	44	44	0	44
11.	NOTE PAD, stick on, 76mm x 120mm (3" x 5") min	pad	0	20	20	0	20
12.	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	340	340	0	340
13.	PAPER, MULTICOPY,size: 216mm x 330mm (Long)	ream	0	73	73	0	73
14.	PAPER, Multi0Purpose (COPY) (A4)	ream	0	105	105	0	105
15.	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	18	18	0	18
16.	PAPER, PARCHMENT, size: 210 x 297mm, multi0purpose	pack	0	69	69	0	69
17.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	7	7	0	7
18.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	22	22	0	22
19.	TOILET TISSUE PAPER 20plys sheets, 150 pulls	piece	0	26	26	0	26
Batteries, Cells and Accessories							
20.	BATTERY, dry cell, AA, 2 pieces per blister pack	piece	0	18	18	0	18
21.	BATTERY, dry cell, AAA, 2 pieces per blister pack	piece	0	0	0	0	0
Manufacturing Components and Supplies							
22.	GLUE, all purpose, gross weight: 200 grams min	jar	0	13	13	0	13
23.	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	40	40	0	40
24.	STAPLE WIRE, STANDARD, (26/6)	box	0	32	32	0	32
25.	TAPE ADHESIVE	roll	0	19	19	0	19

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
26.	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	3	3	0	3
27.	TAPE, MASKING, width: 24mm (±1mm)	roll	0	46	46	0	46
28.	TAPE, MASKING, width: 48mm (±1mm)	roll	0	43	43	0	43
29.	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	19	19	0	19
30.	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	58	58	0	58
31.	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	45	45	0	45
32.	TWINE, plastic, one (1) kilo per roll	roll	0	2	2	0	2
Measuring, Observing, and Testing Equipment							
33.	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	13	13	0	13
Cleaning Equipment and Supplies							
34.	AIR FRESHENER, aerosol, 280ml/150g min	can	0	0	0	0	0
35.	BROOM, soft (tambo)	piece	0	3	3	0	3
36.	BROOM, STICK (TING0TING), usable length: 760mm min	piece	0	5	5	0	5
37.	CLEANER,TOILET BOWL AND URINAL, 500ml per/can	bottle	0	24	24	0	24
38.	CLEANSER, SCOURING POWDER, 350g min./can	can	0	24	24	0	24
39.	DETERGENT BAR, 140 grams as packed	bar	0	27	27	0	27
40.	DETERGENT POWDER, all purpose, 1kg	pack	0	5	5	0	5
41.	DISINFECTANT SPRAY, aerosol type, 4000550 grams	can	0	4	4	0	4
42.	DISINFECTANT, Bleach (zonrox)	gallon	0	15	15	0	15

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
43.	DUST PAN, non0rigid plastic, w/ detachable handle	piece	0	6	6	0	6
44.	FLOOR WAX, PASTE, RED	can	0	1	1	0	1
45.	FURNITURE CLEANER, aerosol type, 300ml min per can(wood polish)	can	0	8	8	0	8
46.	HOE	piece	0	4	4	0	4
47.	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0
48.	MOPHANDLE, heavy duty, aluminum, screw type	piece	0	0	0	0	0
49.	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	12	12	0	12
50.	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	15	15	0	15
51.	RAKE	piece	0	2	2	0	2
52.	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	54	54	0	54
Office Equipment, Accessories and Supplies							
53.	ARCHFILE FOLDER, side clip, 2 14x11 legal	piece	0	0	0	0	0
54.	CLIP, BACKFOLD, all metal, clamping: 19mm (01mm) ½ inch	box	0	83	83	0	83
55.	CLIP, BACKFOLD, all metal, clamping: 25mm (01mm) 1 inch	box	0	33	33	0	33
56.	CLIP, BACKFOLD, all metal, clamping: 32mm (01mm) 1 ½ inch	box	0	31	31	0	31
57.	CLIP, BACKFOLD, all metal, clamping: 50mm (01mm) 2inch	box	0	40	40	0	40
58.	CORRECTION TAPE, film base type, UL 6m min	piece	0	31	31	0	31
59.	CUTTER BLADE, for heavy duty cutter	piece	0	8	8	0	8
60.	CUTTER KNIFE, for general purpose	piece	0	26	26	0	26

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
61.	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0
62.	DATA FOLDER, made of chipboard, taglia lock	piece	0	0	0	0	0
63.	ENVELOPE, DOCUMENTARY, for A4 size document (brown envelope)	pack	0	13	13	0	13
64.	ENVELOPE, DOCUMENTARY, for legal size document(brown envelope)	piece	0	1594	1594	0	1594
65.	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc(with garter)	piece	0	6	6	0	6
66.	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	41	41	0	41
67.	ENVELOPE, MAILING,white, 80gsm	pack	0	51	51	0	51
68.	ERASER, FELT, for blackboard/whiteboard	piece	0	2	2	0	2
69.	FASTENER, METAL, 70mm between prongs	box	0	17	17	0	17
70.	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	9	9	0	9
71.	FILE TAB DIVIDER, bristol board, for legal	set	0	20	20	0	20
72.	FOLDER, PRESSBOARD, size: 240mm x 370mm (05mm) (expanding)	box	0	0	0	0	0
73.	FOLDER, TAGBOARD, for A4 size documents (white folder)	pack	0	0	0	0	0
74.	FOLDER, TAGBOARD, for legal size documents (white folder)	pack	0	300	300	0	300
75.	INDEX TAB, self0adhesive, transparent	box	0	26	26	0	26
76.	MARKER, FLUORESCENT, 3 assorted colors per set (highlighter)	piece	0	86	86	0	86
77.	MARKER, whiteboard, black, felt tip, bullet type	piece	0	59	59	0	59
78.	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	15	15	0	15
79.	MARKER, whiteboard, red, felt tip, bullet type	piece	0	7	7	0	7

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
80.	MARKER, PERMANENT, bullet type, black	piece	0	40	40	0	40
81.	MARKER, PERMANENT, bullet type, blue	piece	0	93	93	0	93
82.	MARKER, PERMANENT, bullet type, red	piece	0	0	0	0	0
83.	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	0	71	71	0	71
84.	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	0	88	88	0	88
85.	PENCIL, lead, w/ eraser, wood cased, hardness: HB	piece	0	467	467	0	467
86.	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	0	27	27	0	27
87.	STORAGE BOX WITH LID	piece	0	0	0	0	0
88.	DATING AND STAMPING MACHINE, heavy duty	piece	0	6	6	0	6
89.	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0
90.	PUNCHER, paper, heavy duty, with two hole guide	piece	0	10	10	0	10
91.	SCISSORS, symmetrical, blade length: 65mm min	piece	0	6	6	0	6
92.	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	0	6	6	0	6
93.	LONG REACH STAPLER	piece	0	2	2	0	2
94.	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	0	10	10	0	10
95.	CALCULATOR, compact, 12 digits	unit	0	2	2	0	2
Printer or Facsimile or Photocopy Supplies							
96.	INK CART, EPSON C13T664100 (T6641), Black	cart	0	27	27	0	27
97.	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	23	23	0	23

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
98.	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	26	26	0	26
99.	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	23	23	0	23
Consumer Electronics							
100.	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	2	2	0	2
Arts and Crafts Equipment, Accessories and Supplies							
101.	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0
102.	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	13	13	0	13
103.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
104.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
105.	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0
Part II. Other items not available at ps but regularly purchased from other sources							
Common Office Supplies							
106.	AutoMatic Numbering Machine	box	0	1	1	0	1
107.	Canon Laid Paper Long assorted	pack	0	0	0	0	0
108.	Colored Paper	ream	0	4	4	0	4
109.	Columnar Notebook 24 columns	piece	0	11	11	0	11
110.	Correction Pen	piece	0	34	34	0	34
111.	CORKBOARD	piece	0	0	0	0	0
112.	Crayola (8 colors/16 colors/box) (crayons)	box	0	24	24	0	24

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



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

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
150.	String Doormat, wooven, rectangular	piece	0	9	9	0	9
151.	Toilet Brush	piece	0	7	7	0	7
152.	TRASHBAG, black 29x39	roll	0	13	13	0	13
153.	EPSON 003 yellow	bottle	0	84	84	0	84
Printed Forms							
154.	Locator Slips (Booklet of 50s, prenumbered, 2 copies), LS	booklet	0	0	0	0	0
155.	Time Card for Amano Bundy Card, 14 pts, TCABC	piece	0	998	998	0	998
156.	Leave Application Review Form, prenumbered, 2 copies, LARF	booklet	0	0	0	0	0
157.	Leave Cancellation Form, prenumbered, 2 copies, LCF	booklet	0	0	0	0	0
Computer Supplies							
158.	Anti Virus, 3 in 1 software	piece	0	1	1	0	1
159.	Automatic Voltage Regulator (AVR)	piece	0	0	0	0	0
160.	Computer Mouse	piece	0	0	0	0	0
161.	Computer Keyboard	piece	0	0	0	0	0
162.	Uninterruptibe Power Supply (UPS)	piece	0	0	0	0	0
163.	DVD0RW	piece	0	0	0	0	0
164.	DVD0R	piece	0	198	198	0	198
165.	CD0R	piece	0	205	205	0	205
166.	CD0RW	piece	0	2	2	0	2

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
167.	Flash Drives	piece	0	4	4	0	4
168.	Hard Drives	piece	0	1	1	0	1
Consumables							
169.	Canon Ink 790 Black	bottle	0	56	56	0	56
170.	Canon Ink 790 Cyan	bottle	0	34	34	0	34
171.	Canon Ink 790 Magenta	bottle	0	34	34	0	34
172.	Canon Ink 790 Yellow	bottle	0	34	34	0	34
173.	CR0Ink 52847	piece	0	3	3	0	3
174.	EPSON 003 black	bottle	0	8	8	0	8
175.	EPSON 003 cyan	bottle	0	91	91	0	91
176.	EPSON 003 magenta	bottle	0	93	93	0	93
177.	EPSON L200 Ink = Black T774	bottle	0	32	32	0	32
178.	EPSON L31102	piece	0	0	0	0	0
179.	GESTETNER RISO INK DX2430	cart	0	17	17	0	17
180.	HP 21 A Black	cart	0	0	0	0	0
181.	HP 22 Colored	cart	0	0	0	0	0
182.	Toner MP 2501	piece	0	6	6	0	6
183.	Riso 1230D	piece	0	3	3	0	3
Other New Items							

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184.	Fabric Conditioner, 900 ml	bottle	0	0	0	0	0
185.	Lever, Archfile Legal	piece	0	16	16	0	16
186.	Liquid hand sanitizer, 500ml	bottle	0	2	2	0	2
187.	Padding glue 9 for binding, 1/2kg	piece	0	3	3	0	3
188.	Surgical mask	box	0	4	4	0	4
189.	Woven Sacks	piece	0	2	2	0	2
190.	Steel Wool	piece	0	4	4	0	4
191.	Sponge	piece	0	14	14	0	14
192.	Squeegee	piece	0	1	1	0	1
193.	Push Brush	piece	0	2	2	0	2
194.	Document Tray	piece	0	4	4	0	4
195.	Multi page flip table card rack/display stand holder	piece	0	2	2	0	2
196.	Paper Cutter	unit	0	1	1	0	1
197.	Acrylic paper holder	piece	0	2	2	0	2
198.	Rubber boots	pair	0	1	1	0	1
199.	Ricoh Toner MP2014HS	piece	0	3	3	0	3
200.	Clipboard (wooden) A4	piece	0	5	5	0	5
201.	Clipboard (wooden) Long	piece	0	1	1	0	1
202.	PAPER, Multi0Purpose (COPY) (short)	ream	0	3	3	0	3

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(A)		(B)	(C)	(D)	(E=C+D)	(F)	(G=E-F)
203.	SHOVEL	piece	0	7	7	0	7
204.	ID PUNCHER	piece	0	1	1	0	1

Prepared by:

Reviewed by:

Noted by:

**CHRISTINE JOY C BARTOLOME**  
*AAIV/ACTING AO*

**CHRISTINE JOY C. BARTOLOME**  
*AAIV/ACTING AO*

**MA. CARLA LUCIA M. TORRALBA**  
*PHRMO*