



# 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<br>02/28/2025 | New Deliveries | Total Stock on<br>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    | 0                           | 14             | 14                     | 0          | 14              |
| <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              |

| No.                                         | Item Description                                   | Units  | Balance as of<br>02/28/2025 | New Deliveries | Total Stock on<br>Hand | Withdrawal | Available Stock |
|---------------------------------------------|----------------------------------------------------|--------|-----------------------------|----------------|------------------------|------------|-----------------|
| (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               |

| No.             | Item Description            | Units  | Balance as of<br>02/28/2025 | New Deliveries | Total Stock on<br>Hand | Withdrawal | Available Stock |
|-----------------|-----------------------------|--------|-----------------------------|----------------|------------------------|------------|-----------------|
| (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 |                             |        |                             |                |                        |            |                 |

| No.  | Item Description                                     | Units  | Balance as of<br>02/28/2025 | New Deliveries | Total Stock on<br>Hand | Withdrawal | Available Stock |
|------|------------------------------------------------------|--------|-----------------------------|----------------|------------------------|------------|-----------------|
| (A)  |                                                      | (B)    | (C)                         | (D)            | (E=C+D)                | (F)        | (G=E-F)         |
| 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               |

| No.  | Item Description | Units | Balance as of<br>02/28/2025 | New Deliveries | Total Stock on<br>Hand | Withdrawal | Available Stock |
|------|------------------|-------|-----------------------------|----------------|------------------------|------------|-----------------|
| (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               |

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