Gov. Alfonso D. Tan College
Maloro, Tangub City
College Information System Office

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2019

END-USER/UNIT: GOV. ALFONSO D. TAN COLLEGE
Charge To: GENERAL FUND
Projects, Programs, and Activities (PAPs)

Code	General Description	Quantity/ Size	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Desktop Computer (Processor: Intel Core I7 7th Gen. Motherboard: ASUS H110M K SSD: 1pc (Kingston) HDD: 1 pc (1TB) (Seagate) RAM: 2pcs 8GB DDR4 (Hyper X) Display: 1 ASUS monitor 21.5 inches Accessories: Mouse and Keyboard)	1 set	85,000.00	Bidding				1								
	Software Licenses - Microsoft Office 2016	31 licenses	204,600.00	Bidding	31											
	Software Licenses - Adobe Creative Suite 6	10 licenses	1,559,900.00	Bidding						10						
	Software Licenses - Net Support School 12	1 license	4,019.00	Alternative Mode	1											
	Software Licenses - Typesy 2017	31 licenses	58,900.00	Bidding				31								
	Software Licenses - Faronics Deep Freeze Enterprise Edition	19 licenses	79,021.00	Bidding				19								
	Software Licenses - Sony Vegas Pro 15	20 licenses	504,000.00	Bidding	20											
	Office Table	4 units	4,000.00	Alternative Mode		4										
	Filing Cabinet	1 unit	20,000.00	Alternative Mode		1										
	LCP Projector	1 unit	25,000.00	Alternative Mode		1										
	Epson L565 Wi-Fi Direct ADF And FAX Ready All-In-One Ink Tank Printer	1 unit	18,195.00	Alternative Mode		1										

	RAM DDR2 - 2GB 800MHz	20 pcs	24,700.00	Alternative Mode	20											
	HardDisk Drive - 500 GB	5 pcs	10,075.00	Alternative Mode	5											
	RAM DD3 - 4 GB 1600MHz	5 pcs	10,985.00	Alternative Mode	5											
	Mother Board - Socket FM2	2 pcs	6,500.00	Alternative Mode	2											
	CPU - AMD A6-7400 FM2	2 pcs	6,110.00	Alternative Mode	2											
	Desktop Power Supply - 700Watts	5 units	6,175.00	Alternative Mode	5											
	Video Card - Zotac GeForce GTX 750i - 2GB	1 pc	4,158.70	Alternative Mode	1											
	Monitor - Samsung 21.5 inches with Dvi	1 unit	4,111.90	Alternative Mode	1											
	DVI to VGA Adaptor	1 pc	975.00	Alternative Mode	1											
	Switch Hub - TP-Link SG/024 24 Ports Gigabit	1 unit	7,793.00	Alternative Mode	1											
	Prolink CAT6 UTP LAN Cable (305m -1 roll)	1 roll	5,200.00	Alternative Mode	1											
	1 to 2 Ways RJ45 Lan Ethernet Network Cable CAT6 Female Splitter Connector Adapter	7 pcs	1,344.00	Alternative Mode	7											
	Cable Punch Down Tool	1 pc	1,105.00	Alternative Mode	1											
	Network Computer Maintenance Repair Tools Kit	1 set	1,950.00	Alternative Mode	1											
	Soldering Station Hot Air Gun Combo Digital Tools Electric Iron Computer Motherboard Repair	1 set	3,250.00	Alternative Mode	1											
	Electric CPU Blower Vacuum for Computer	1 unit	1,235.00	Alternative Mode												
	Flash Drive (16 GB)	3 pcs	2,010.00	Alternative Mode	3											
	Soldering led	2 pcs	700.00	Alternative Mode	2											
	External Drive Seagate (1 Terabyte)	1 pc.	5,000.00	Alternative Mode	1											
	RJ 45 Metal Shielded CAT6 (box-100pcs)	2 boxes	1,300.00	Alternative Mode	2											
	Ink(Refill) - Black	5 bot.	700.00	Alternative Mode	3					2						
	Ink(Refill) - Magenta	2 bot.	280.00	Alternative Mode	1					1						
	Ink(Refill) - Blue	2 bot.	280.00	Alternative Mode	1					1						
	Ink(Refill) - Yellow	2 bot.	280.00	Alternative Mode	1					1						
	US Bond Paper (Long) -substance 20	25 reams	5,250.00	Alternative Mode	15					10						
	US Bond Paper (Short) - substance 20	2 reams	380.00	Alternative Mode	2											
	Ballpen -Pilot (Black)	5 pcs	150.00	Alternative Mode	5											
	Ballpen -Pilot (Blue)	5 pcs	150.00	Alternative Mode	5											
	Rubbing Alcohol (500 ML)	3 bot.	180.00	Alternative Mode	2					1						

	Folder (Long)	15 pcs.	225.00	Alternative Mode	10					5						
	Folder (Short)	5 pcs.	50.00	Alternative Mode	5											
	Record Book	1 pc.	70.00	Alternative Mode	1											
	Fastener	1 box	65.00	Alternative Mode	1											
	DVD-R	10 pcs	300.00	Alternative Mode	10											
	Pentil Pen (Black)	2 pcs	160.00	Alternative Mode	2											
	White Board Marker	3 pcs	240.00	Alternative Mode	3											
	Broom	1 pc.	150.00	Alternative Mode	1											
	Staple Wire (No. 35)	2 box	150.00	Alternative Mode	2											
	Scissors	2 pcs	150.00	Alternative Mode	2											
	Total		**2,676,522.60**													

Submitted by:

FRITZIE ANN D. FLORIDA, MBA
Head, College Information Systems Office

Noted:

BELLAFLOR E. FERNANDEZ, CGM
VP for Administration and Finance

Province of Misamis Occidental

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2019

END USER/UNIT: GOV. ALFONSO D. TAN COLLEGE
CHARGE: GENERAL FUND
Project, Program and Activities (PAPs)

General Description	Quantity	Estimated Budget	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
US Bond Paper Long	120 reams	P 230.00	Alternative Mode				40		40					40	
US Bond Paper Short	30 reams	P 210.00	Alternative Mode				10		10					10	
Folder Long	110 pcs	P 8.00	Alternative Mode				30		40					40	
Folder Short	50 pcs	P 6.00	Alternative Mode				10		20					20	
Plastic tape (Transparent Big) 2 inches	8 rolls	P 80.00	Alternative Mode		2		2		2					2	
Mongol Pencil	25 pcs	P 7.00	Alternative Mode				5		10					10	
Correction Pen	40 pcs	P 60.00	Alternative Mode				10		20					10	
Record Book (200 pages)	3 pcs	P 50.00	Alternative Mode				1		1					1	
Staple Wire # 35	10 boxes	P 50.00	Alternative Mode				3		4					3	
Stapler # 35	6 pcs	P 100.00	Alternative Mode				2		2					2	
Pilot ball pen (red)	25 pcs	P 30.00	Alternative Mode				5		10					10	
Pilot ball pen (black)	25 pcs	P 30.00	Alternative Mode				5		10					10	
Pilot ball pen (blue)	25 pcs	P 30.00	Alternative Mode				5		10					10	
Paper Punch (two hole)	3 pcs	P 250.00	Alternative Mode				1		1					1	
Ink Epson L120 (black)	5 pcs	P 150.00	Alternative Mode				1		2					2	
Ink Epson L360	20 set	P 400.00	Alternative Mode				5		10					10	
Elmer's Glue (470 ml)	4 bots	P 45.00	Alternative Mode				1		1					2	
Pilot white board marker (black)	50 pcs	P 60.00	Alternative Mode				10		20					20	
Pilot marker black (broad)	10 pcs	P 50.00	Alternative Mode				3		4					3	
Mailing Envelope (ordinary long)	50 pcs	P 2.00	Alternative Mode				10		20					20	
Ethyl Alcohol (big)	10 bottles	P 100.00	Alternative Mode				3		4					3	
Class Record	45 pcs	P 25.00	Alternative Mode				15		15					15	
White board eraser	30 pcs	P 30.00	Alternative Mode						15					15	
Data Filer/File Box (corona)	40 pcs	P 200.00	Alternative Mode						20					20	

Sign pen (black)	40 pcs	P 60.00	[illegible]ernative Mode						20					20	
Paper Clip 1 inch	5 boxes	P 30.00	Alternative Mode				1		2					2	
Binder Paper Clip(32mm)	5 boxes	P 60.00	Alternative Mode				1		2					2	
Binder Paper Clip(25mm)	5 boxes	P 60.00	Alternative Mode				1		2					2	
Fastener	5 boxes	P 50.00	Alternative Mode				1		2					2	
Ruler	25 pcs	P 10.00	Alternative Mode				5		10					10	
Push pin	5 boxes	P 50.00	Alternative Mode				1		2					2	
Refill ink black (permanent)	5 bottles	P 100.00	Alternative Mode				1		2					2	
Refill ink black (white board marker)	10 bottles	P 100.00	Alternative Mode				3		4					3	
Scissor (big)	5 pcs	P 25.00	Alternative Mode				1		2					2	
Liquid Glass Cleaner (Big)	4 unit	P 100.00	Alternative Mode						2					2	
Feather Duster	3 pcs	P 50.00	Alternative Mode				1		1					1	
Brooms	3 pcs	P 50.00	Alternative Mode				1		1					1	
Dustpan	2 pcs	P 50.00	Alternative Mode						1					1	
Refill ink red (white board marker)	6 bottles	P 100.00	Alternative Mode				2		2					2	
Pilot white board marker (red)	25 pcs	P 60.00	Alternative Mode				5		10					10	
Parchment Paper long	5 packs	P 50.00	Alternative Mode				1		2					2	
Parchment Paper short	5 pcs	P 50.00	Alternative Mode				1		2					2	
Tarpaulin	2 pcs	P 400.00	Alternative Mode						1					1	
CAPITAL OUTLAY															
Computer	2 sets	P 35,000.00	Alternative Mode				2								
* Mouse A4TECH 2.0 USB															
* Key board GENIUS															
* Monitor ASUS															
* Power Regulator															
* UPS															
* System Unit HP															
*SPECS: Intel core I5 Ram: 4G HDD:1TB															
Projector	1 unit	P 20,000.00	Alternative Mode				1								
*EPSON VS250 SVGA															

EPSON PRINTER w/Scanner	1 unit	P 25,000.00	ernative Mode				1								
*EPSON L565															
LCD Screen	1 unit	P 25,000.00	Alternative Mode				1								
*SONY BRAVIA 40" LED TV KLV-40R352E															
Computer GENIUS Keyboard	1 pc	P 350.00	Alternative Mode				1								
Mouse A4TECH 2.0 USB	1 pc	P 350.00	Alternative Mode				1								
Category 6 UTP Cable Wire	50 meters	P 20.00	Alternative Mode				50								
500 GB Toshiba Canvio Basics External HDD	1 pc	P 3,000.00	Alternative Mode				1								

Note: Technical Specification for each item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

MAYANNE E. ENGUIO
Secretary, Institute of Computer Studies

Noted:

GENEVIEVE B. HILOT, MMITM
Dean, Institute of Computer Studies

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

CITY GOVERNMENT OF TANGUB
Province of Misamis Occidental
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2019

END-USER/UNIT : Gov. Alfonso D. Tan Colleges (GADTC)
Charge To: GENERAL FUND
Projects, Program and Activities (PAPs)

GENERAL DESCRIPTION	UNIT COST	QTY/ SIZE	ESTIMATED BUDGET	SCHEDULE /MILESTONE OF ACTIVITIES													
				Jan	Feb.	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	TOTAL	AMOUNT
Accession Book	300	20 pcs.	6,000	10					10							20	6,000.00
Accessories	500	5 sets	2,500						5							5	2,500.00
Advil Tablet	3,000	2 boxes	6,000			2										2	6,000.00
Air- conditioning Machine	40,000	1 unit	40,000					1								1	40,000.00
Air Freshener (Ambi- Pur-apple)	150	3 bots.	450			3										3	450.00
Albatross	50	100 pcs.	5,000	50					50							100	5,000.00
Alcohol	110	223 bots.	24,530	123					100							223	24,530.00
Amoxicillin Capsule 500mg	3,200	4 boxes	12,800		2				2							4	12,800.00
Baby Roller Brush	80	4 pcs.	320	4												4	320.00
Ball Pen Pilot (black)	60	1,407 pcs	84,420	700						707						1407	84,420.00
Ball Pen Pilot (blue)	60	307 pcs.	18,420	157						150						307	18,420.00
Ball Pen Pilot (red)	60	474 pcs.	28,440	250						224						474	28,440.00
Band Aid	80	5 boxes	400		3					2						5	400.00
Barong	700	16 pcs.	11,200			4		4			4			4		16	11,200.00
Battery 2A	40	8 sets	320		2		2			2			2			8	320.00
Battery 3A	60	5 pairs	300		2						3					5	300.00
Bentyl Tablet	500	1 box	500			1										1	500.00
Beta dine	1,000	1 gal.	1,000			1										1	1,000.00

Binder Paper Clip 25mm	60	17 boxes	1,020		4			4			5		4			17	1,020.00
Binder Paper Clip 32mm	80	17 boxes	1,360		4		4				5		4			17	1,360.00
Binding Tape	150	3 rolls	450			3										3	450.00
Biogesic Tablets 500mg	400	5 boxes	2,000			2				3						5	2,000.00
Black bag	500	50 packs	25,000			25				25						50	25,000.00
Blackboard Erasers	35	245 pcs.	8,575			100				145						245	8,575.00
Blue Cloth	125	75 meters	9,375						75							75	9,375.00
Board Paper	120	50 packs	6,000			25				25						50	6,000.00
Body Protector	650	6 pcs.	3,900				6									6	3,900.00
Bond paper (A4)	230	20 reams	4,600			10				10						20	4,600.00
Bond paper (US-LONG)	250	1942 reams	485,500			500			500		442		500			1942	485,500.00
Bond paper (US-SHORT)	210	672 reams	141,120			300				372						672	141,120.00
Book Shelf (Steel)	5,000	3 pairs	15,000				3									3	15,000.00
BP apparatus	1,000	5 units	5,000			3				2						5	5,000.00
Bronze Medal	200	125 pcs.	25,000							125						125	25,000.00
Brother DCP-t10 w1 Refill Tank Colored	1,000	1 pc.	1,000			1										1	1,000.00
Brother Ink (black)	250	31 bots.	7,750				16				15					31	7,750.00
Brother Ink (cyan)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Ink (magenta)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Ink (yellow)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Printer (MFCJ233ODW)	15,000	1 unit	15,000			1										1	15,000.00
Brown Envelope (Long)	10	1,288 pcs.	12,880			500				788						1288	12,880.00
Brown Envelope (Short)	8	120 pcs.	960			60				60						120	960.00
Building Wire 2.0 mm 2 stranded	3,000	2 boxes	6,000			1						1				2	6,000.00
Building Wire 5.5 mm 2 stranded	6,000	2 boxes	12,000			1						1				2	12,000.00
Cable Punch Down Tool	1,200	1 pc.	1,200				1									1	1,200.00
Calculator (Casio)	500	5 units	2,500				2				3					5	2,500.00

Binder Paper Clip 25mm	60	17 boxes	1,020		4			4			5		4			17	1,020.00
Binder Paper Clip 32mm	80	17 boxes	1,360		4		4				5		4			17	1,360.00
Binding Tape	150	3 rolls	450			3										3	450.00
Biogesic Tablets 500mg	400	5 boxes	2,000			2				3						5	2,000.00
Black bag	500	50 packs	25,000			25				25						50	25,000.00
Blackboard Erasers	35	245 pcs.	8,575			100				145						245	8,575.00
Blue Cloth	125	75 meters	9,375						75							75	9,375.00
Board Paper	120	50 packs	6,000			25				25						50	6,000.00
Body Protector	650	6 pcs.	3,900				6									6	3,900.00
Bond paper (A4)	230	20 reams	4,600			10				10						20	4,600.00
Bond paper (US-LONG)	250	1942 reams	485,500			500			500		442		500			1942	485,500.00
Bond paper (US-SHORT)	210	672 reams	141,120			300				372						672	141,120.00
Book Shelf (Steel)	5,000	3 pairs	15,000				3									3	15,000.00
BP apparatus	1,000	5 units	5,000			3				2						5	5,000.00
Bronze Medal	200	125 pcs.	25,000							125						125	25,000.00
Brother DCP-t10 w1 Refill Tank Colored	1,000	1 pc.	1,000			1										1	1,000.00
Brother Ink (black)	250	31 bots.	7,750				16				15					31	7,750.00
Brother Ink (cyan)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Ink (magenta)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Ink (yellow)	250	16 bots.	4,000				8				8					16	4,000.00
Brother Printer (MFCJ233ODW)	15,000	1 unit	15,000			1										1	15,000.00
Brown Envelope (Long)	10	1,288 pcs.	12,880			500				788						1288	12,880.00
Brown Envelope (Short)	8	120 pcs.	960			60				60						120	960.00
Building Wire 2.0 mm 2 stranded	3,000	2 boxes	6,000			1						1				2	6,000.00
Building Wire 5.5 mm 2 stranded	6,000	2 boxes	12,000			1						1				2	12,000.00
Cable Punch Down Tool	1,200	1 pc.	1,200				1									1	1,200.00
Calculator (Casio)	500	5 units	2,500				2				3					5	2,500.00

Captopril tablet 25mg	20	25 pcs.	500				15				10					25	500.00
Carbocestine 500mg	1,000	5 boxes	5,000			2				3						5	5,000.00
Cartolina	10	200 pcs.	2,000		100					100						200	2,000.00
Cartolina (Pink)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Sky Blue)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (White)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Yellow Green)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Yellow)	10	15 pcs.	150			5			5		5					15	150.00
Ceiling Broom	150	4 pcs.	600		2					2						4	600.00
Cephalexin tablet 500 mg	500	200 pcs.	100,000	50			50			50			50			200	100,000.00
Certificate Frame	150	170 pcs.	25,500		70			50			50					170	25,500.00
Certificate Holder	100	145 pcs.	14,500			50			50				45			145	14,500.00
Cetirizine tablet 10mg	500	1 box	500			1										1	500.00
Chalk Dustless	50	10 boxes	500			3			2			3		2		10	500.00
Chalk Dustless (Colored)	80	6 boxes	480			3				3						6	480.00
Class Record	40	299 pcs.	41,860		100			100				99				299	41,860.00
Clearbook Refills (long size)	100	400 packs	40,000		100		100		100		100					400	40,000.00
Columnar Book (6 columns)	70	4 pcs.	280			2				2						4	280.00
Columnar Pad (21 col.)	120	2 pads	240		1						1					2	240.00
Common Nails # .1.5	70	2 kls	140		2											2	140.00
Computer Mouse	300	10 pcs.	3,000			2		2		2		2		2		10	3,000.00
Computer Set with Table	40,000	25 units	1,000,000		5			5		5		5		5		25	1,000,000.00
Conference Table	8,000	3 sets	24,000			1			1				1			3	24,000.00
Cork Board 3x2	750	15 pcs.	11,250				5			5			5			15	11,250.00
Correction Fluid Pen or Correction Tape	50	456 pcs.	22,800		100		100			100			156			456	22,800.00
Cotton(big)	100	10 packs	1,000			5			5							10	1,000.00
CPU- AMD A6-7400 FM 2	6,300	1 pc.	6,300			1										1	6,300.00

Captopril tablet 25mg	20	25 pcs.	500				15				10					25	500.00
Carbocestine 500mg	1,000	5 boxes	5,000			2				3						5	5,000.00
Cartolina	10	200 pcs.	2,000		100					100						200	2,000.00
Cartolina (Pink)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Sky Blue)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (White)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Yellow Green)	10	200 pcs.	2,000	20		20		40		40		40		40		200	2,000.00
Cartolina (Yellow)	10	15 pcs.	150			5			5		5					15	150.00
Ceiling Broom	150	4 pcs.	600		2					2						4	600.00
Cephalexin tablet 500 mg	500	200 pcs.	100,000	50			50			50			50			200	100,000.00
Certificate Frame	150	170 pcs.	25,500		70			50			50					170	25,500.00
Certificate Holder	100	145 pcs.	14,500			50			50				45			145	14,500.00
Cetirizine tablet 10mg	500	1 box	500			1										1	500.00
Chalk Dustless	50	10 boxes	500			3			2			3		2		10	500.00
Chalk Dustless (Colored)	80	6 boxes	480			3				3						6	480.00
Class Record	40	299 pcs.	41,860		100			100				99				299	41,860.00
Clearbook Refills (long size)	100	400 packs	40,000		100		100		100		100					400	40,000.00
Columnar Book (6 columns)	70	4 pcs.	280			2				2						4	280.00
Columnar Pad (21 col.)	120	2 pads	240		1						1					2	240.00
Common Nails # .1.5	70	2 kls	140		2											2	140.00
Computer Mouse	300	10 pcs.	3,000			2		2		2		2		2		10	3,000.00
Computer Set with Table	40,000	25 units	1,000,000		5			5		5		5		5		25	1,000,000.00
Conference Table	8,000	3 sets	24,000			1			1				1			3	24,000.00
Cork Board 3x2	750	15 pcs.	11,250				5			5			5			15	11,250.00
Correction Fluid Pen or Correction Tape	50	456 pcs.	22,800		100		100			100			156			456	22,800.00
Cotton(big)	100	10 packs	1,000			5			5							10	1,000.00
CPU- AMD A6-7400 FM 2	6,300	1 pc.	6,300			1										1	6,300.00

CRU Dutch Colorless Paste Wax	350	5 boxes	14,000			3				2						5	14,000.00
CRU Dutch Liquid Wax	350	50 gals.	17,500			25				25						50	17,500.00
Cutter	60	37 pcs.	2,220			17				15						37	2,220.00
Decolsen Capsule	500	3 boxes	1,500			2					1					3	1,500.00
Desk stop Power Supply-700 watts	6,300	5 units	31,500			5										5	31,500.00
Desks top Computer	85,000	1 set	85,000			1										1	85,000.00
Digital Camera	30,000	1 unit	30,000				1									1	30,000.00
Digital Thermometer	100	13 pcs.	1,300			6					7					13	1,300.00
Diploma Jacket	300	800 pcs.	240,000		600									200		800	240,000.00
Disinfectant (Domex)	120	10 bots.	1,200			5					5					10	1,200.00
Door Knob	350	2 pcs.	700			2										2	700.00
Double Sided Tape (Big)	100	15 rolls	1,500				5			5			5			15	1,500.00
Downy or Yen-Yen	275	53 gals	14,575			28				25						53	14,575.00
DSLR Camera	45,000	2 units	90,000			1					1					2	90,000.00
Dust Pan	120	5 pcs.	600				3					2				5	600.00
DVD-R	20	10 pcs.	200			5				5						10	200.00
DVI to VGA Adaptor	1,000	1 pc.	1,000			1										1	1,000.00
Electric CPU Blower Vacuum for Computer	1,300	1 unit	1,300				1									1	1,300.00
Electrical Tape (big)	45	15 rolls	675				5			5			5			15	675.00
Elmer's Glue	100	130 bots.	1,300				60				70					130	1,300.00
Energizer Battery(for clock)	100	12 pcs.	1,200			6						6				12	1,200.00
Epson Ink Black	250	486 bots.	121,500			186			100			100		100		486	121,500.00
Epson Ink Cyan	250	252 bots.	63,000			100			50			50		52		252	63,000.00
Epson Ink Magenta	250	252 bots.	63,000			50			50			50		52		252	63,000.00
Epson Ink Yellow	250	252 bots.	63,000			50			50			50		52		252	63,000.00
Epson L3111 W/ Scanner	7,000	3 units	21,000				3									3	21,000.00
Epson L565	10,000	1 unit	10,000					1								1	10,000.00

CRU Dutch Colorless Paste Wax	350	5 boxes	14,000			3				2						5	14,000.00
CRU Dutch Liquid Wax	350	50 gals.	17,500			25				25						50	17,500.00
Cutter	60	37 pcs.	2,220			17				15						37	2,220.00
Decolsen Capsule	500	3 boxes	1,500			2					1					3	1,500.00
Desk stop Power Supply-700 watts	6,300	5 units	31,500			5										5	31,500.00
Desks top Computer	85,000	1 set	85,000			1										1	85,000.00
Digital Camera	30,000	1 unit	30,000				1									1	30,000.00
Digital Thermometer	100	13 pcs.	1,300			6					7					13	1,300.00
Diploma Jacket	300	800 pcs.	240,000		600									200		800	240,000.00
Disinfectant (Domex)	120	10 bots.	1,200			5					5					10	1,200.00
Door Knob	350	2 pcs.	700			2										2	700.00
Double Sided Tape (Big)	100	15 rolls	1,500				5			5			5			15	1,500.00
Downy or Yen-Yen	275	53 gals	14,575			28				25						53	14,575.00
DSLR Camera	45,000	2 units	90,000			1					1					2	90,000.00
Dust Pan	120	5 pcs.	600				3					2				5	600.00
DVD-R	20	10 pcs.	200			5				5						10	200.00
DVI to VGA Adaptor	1,000	1 pc.	1,000			1										1	1,000.00
Electric CPU Blower Vacuum for Computer	1,300	1 unit	1,300				1									1	1,300.00
Electrical Tape (big)	45	15 rolls	675				5			5			5			15	675.00
Elmer's Glue	100	130 bots.	1,300				60				70					130	1,300.00
Energizer Battery(for clock)	100	12 pcs.	1,200			6						6				12	1,200.00
Epson Ink Black	250	486 bots.	121,500			186			100			100		100		486	121,500.00
Epson Ink Cyan	250	252 bots.	63,000			100			50			50		52		252	63,000.00
Epson Ink Magenta	250	252 bots.	63,000			50			50			50		52		252	63,000.00
Epson Ink Yellow	250	252 bots.	63,000			50			50			50		52		252	63,000.00
Epson L3111 W/ Scanner	7,000	3 units	21,000				3									3	21,000.00
Epson L565	10,000	1 unit	10,000					1								1	10,000.00

Epson Printer L120	5,000	2 units	10,000			2										2	10,000.00
Epson Printer L360	8,000	15 units	120,000			5				5			5			15	120,000.00
Eraser	40	5 pcs.	200			5										5	200.00
ESET NOD 32 ANTIVIRUS	500	3 pcs.	1,500			3										3	1,500.00
Expandable Envelope (Green)	25	30 pcs.	750				30									30	750.00
Extension Wire # 12	1,000	1 pc.	1,000					1								1	1,000.00
Extension Wire # 14	1,200	1 pc.	1,200					1								1	1,200.00
Extension Wires (5 meters)	500	5 pcs.	2,500					2				3				5	2,500.00
External Hard Drive USB 3.0 White	3,000	7 pcs.	21,000			4							3			7	21,000.00
Face mask	100	100 pcs.	10,000				50					50				100	10,000.00
Fans	500	16 pcs.	8,000				8				8					16	8,000.00
Fastener	100	129 boxes	12,900			50			29				50			129	12,900.00
Feather Duster	80	29 pcs.	2,320			10			9			10				29	2,320.00
Felt paper	40	15 pcs.	600				5			5			5			15	600.00
File Tray	300	9 pcs.	2,700			3				3		3				9	2,700.00
Filer Box	350	282 pcs.	98,700			100			100				82			282	98,700.00
Filing Cabinet	10,000	2 units	20,000				2									2	20,000.00
Finishing Nails	70	2 kls.	140			2										2	140.00
Flash Drive 36gb	500	23 pcs.	11,500			10				13						23	11,500.00
Fluorescent, T5, Philip Essential Batten, Asssembly	400	50 pcs.	20,000			25					25					50	20,000.00
Folder (Long Green)	20	50 pcs.	1,000				25			25						50	1,000.00
Folder (Long)	15	4, 600 pcs.	69,000			2300						2300				4600	69,000.00
Folder (Short)	10	805 pcs.	8,050				405				400					805	8,050.00
Gear Case Assy	250	3 pcs.	750			2				1						3	750.00
Gift Bag	500	32 pcs.	16,000				8		8			8		8		32	16,000.00
Glass Board	8,000	1 pc.	8,000			1										1	8,000.00
Gloves (for clinic)	500	10 boxes	5,000			5				5						10	5,000.00

Epson Printer L120	5,000	2 units	10,000			2										2	10,000.00
Epson Printer L360	8,000	15 units	120,000			5				5			5			15	120,000.00
Eraser	40	5 pcs.	200			5										5	200.00
ESET NOD 32 ANTIVIRUS	500	3 pcs.	1,500			3										3	1,500.00
Expandable Envelope (Green)	25	30 pcs.	750				30									30	750.00
Extension Wire # 12	1,000	1 pc.	1,000					1								1	1,000.00
Extension Wire # 14	1,200	1 pc.	1,200					1								1	1,200.00
Extension Wires (5 meters)	500	5 pcs.	2,500					2				3				5	2,500.00
External Hard Drive USB 3.0 White	3,000	7 pcs.	21,000			4							3			7	21,000.00
Face mask	100	100 pcs.	10,000				50					50				100	10,000.00
Fans	500	16 pcs.	8,000				8				8					16	8,000.00
Fastener	100	129 boxes	12,900			50			29				50			129	12,900.00
Feather Duster	80	29 pcs.	2,320			10			9			10				29	2,320.00
Felt paper	40	15 pcs.	600				5			5			5			15	600.00
File Tray	300	9 pcs.	2,700			3				3		3				9	2,700.00
Filer Box	350	282 pcs.	98,700			100			100				82			282	98,700.00
Filing Cabinet	10,000	2 units	20,000				2									2	20,000.00
Finishing Nails	70	2 kls.	140			2										2	140.00
Flash Drive 36gb	500	23 pcs.	11,500			10				13						23	11,500.00
Fluorescent, T5, Philip Essential Batten, Asssembly	400	50 pcs.	20,000			25					25					50	20,000.00
Folder (Long Green)	20	50 pcs.	1,000				25			25						50	1,000.00
Folder (Long)	15	4, 600 pcs.	69,000			2300						2300				4600	69,000.00
Folder (Short)	10	805 pcs.	8,050				405				400					805	8,050.00
Gear Case Assy	250	3 pcs.	750			2				1						3	750.00
Gift Bag	500	32 pcs.	16,000				8		8			8		8		32	16,000.00
Glass Board	8,000	1 pc.	8,000			1										1	8,000.00
Gloves (for clinic)	500	10 boxes	5,000			5				5						10	5,000.00

Glucometer	3,000	1 unit	3,000				1									1	3,000.00
Glue Gun	150	8 pcs.	1,200			4				4						8	1,200.00
Glue Sticks	20	235 pcs.	4,700			100			50				85			235	4,700.00
Gold medal	200	125 pcs.	25,000				50				75					125	25,000.00
Grammarly	1,000	1 pc.	1,000			1										1	1,000.00
Green Cloth	150	150 mtrs.	22,500							150						150	22,500.00
Hand wash Soap	250	3 bots.	750			3										3	750.00
Hard disk Drive 500gb	3,000	5 pcs.	15,000			3					2					5	15,000.00
Hats	50	16 pcs.	800				8					8				16	800.00
Head Gear	800	6 pcs.	4,800					3				3				6	4,800.00
Highlighter Pen (Stabilo)	100	40 pcs.	4,000				20			20						40	4,000.00
HP Ink Black	250	14 bots.	3,500			7					7					14	3,500.00
HP Ink Cyan	250	5 bots.	1,250						5							5	1,250.00
HP Ink Magenta	250	5 bots.	1,250						5							5	1,250.00
HP Ink Yellow	250	5 bots.	1,250						5							5	1,250.00
HP Laser Jet Print Cartridge (85A)	3,800	2 tubes	7,600				2									2	7,600.00
Hyoscine tablet	500	1 box	500				1									1	500.00
Kicking Pad	1,000	6 pcs.	6,000					3				3				6	6,000.00
Kremil- S tablet	500	3 boxes	1,500				2			1						3	1,500.00
Lace	150	50 meters	7,500			50										50	7,500.00
Laptop (ACER ASPIRE)	35,000	3 units	105,000			2					1					3	105,000.00
Large Lever Arch File Folder w/4 ring binder	500	160 pcs.	80,000				80			80						160	80,000.00
LCD Screen	2,000	1 unit	2,000			1										1	2,000.00
LED Bulb 12 watts, daylight, e27	300	2 boxes	600			1							1			2	600.00
Lei	200	60 pcs.	12,000				30				30					60	12,000.00
Liquid glass cleaner	160	11 bots.	1,760			5				6						11	1,760.00
Logbook (300 Pages)	120	146 pcs.	17,520			50			50				46			146	17,520.00

Glucometer	3,000	1 unit	3,000				1									1	3,000.00
Glue Gun	150	8 pcs.	1,200			4				4						8	1,200.00
Glue Sticks	20	235 pcs.	4,700			100			50				85			235	4,700.00
Gold medal	200	125 pcs.	25,000				50				75					125	25,000.00
Grammarly	1,000	1 pc.	1,000			1										1	1,000.00
Green Cloth	150	150 mtrs.	22,500							150						150	22,500.00
Hand wash Soap	250	3 bots.	750			3										3	750.00
Hard disk Drive 500gb	3,000	5 pcs.	15,000			3					2					5	15,000.00
Hats	50	16 pcs.	800				8					8				16	800.00
Head Gear	800	6 pcs.	4,800					3				3				6	4,800.00
Highlighter Pen (Stabilo)	100	40 pcs.	4,000				20			20						40	4,000.00
HP Ink Black	250	14 bots.	3,500			7					7					14	3,500.00
HP Ink Cyan	250	5 bots.	1,250						5							5	1,250.00
HP Ink Magenta	250	5 bots.	1,250						5							5	1,250.00
HP Ink Yellow	250	5 bots.	1,250						5							5	1,250.00
HP Laser Jet Print Cartridge (85A)	3,800	2 tubes	7,600				2									2	7,600.00
Hyoscine tablet	500	1 box	500				1									1	500.00
Kicking Pad	1,000	6 pcs.	6,000					3				3				6	6,000.00
Kremil- S tablet	500	3 boxes	1,500				2			1						3	1,500.00
Lace	150	50 meters	7,500			50										50	7,500.00
Laptop (ACER ASPIRE)	35,000	3 units	105,000			2					1					3	105,000.00
Large Lever Arch File Folder w/4 ring binder	500	160 pcs.	80,000				80			80						160	80,000.00
LCD Screen	2,000	1 unit	2,000			1										1	2,000.00
LED Bulb 12 watts, daylight, e27	300	2 boxes	600			1							1			2	600.00
Lei	200	60 pcs.	12,000				30				30					60	12,000.00
Liquid glass cleaner	160	11 bots.	1,760			5				6						11	1,760.00
Logbook (300 Pages)	120	146 pcs.	17,520			50			50				46			146	17,520.00

Long Binding Stapler	500	1 pc.	500			1										1	500
Lyzol	350	1 gal.	350				1									1	350
Mailing Envelope (Long)	15	1,225 pcs.	183,750				500			500			225			1225	183,750.00
Mailing Envelope (Short)	10	50 pcs.	500					25				25				50	500.00
Mailing Stamps	10	200 pads	2,000			100					100					200	2,000.00
Make Up Set	1,200	3 sets	3,600									3				3	3,600.00
Manila Paper	15	25 pcs.	375				25									25	375.00
Marine Plywood (.75" Thickness)	2,000	20 pcs.	40,000				20									20	40,000.00
Masking Tape	45	45 rolls	2,025			20				25						45	2,025.00
Matting for Martials Arts	50,000	1 set	50,000			1										1	50,000.00
Meals	150	6, 450 pax	967,500			450		3000			3000					6450	967,500.00
Medals	200	300 pcs.	60,000				100		50		150					300	60,000.00
Mefanamic Acid/ Dolfenal	2,000	5 boxes	10,000			3				2						5	10,000.00
Men Shoes	1,000	16 pcs.	16,000			4			4		4			4		16	16,000.00
Mighty Toilet Cleaner	150	20 bots.	3,000			5			5		5		5			20	3,000.00
Monitor- Samsung 21.5 inches with DVi	20,000	1 unit	20,000				1									1	20,000.00
Mop	300	8 pcs.	2,400				2		2		2		2			8	2,400.00
Mop Handle	200	56 pcs.	1,120				14		14		14		14			56	1,120.00
Mop Head	100	152 pcs.	15,200				50			50			52			152	15,200.00
Mother board-socket FM2	6,500	2 pcs.	13,000			2										2	13,000.00
Mouse Pad	200	2 pcs.	400			2										2	400.00
Mr. Muscle Toilet Cleaner	200	20 bots.	4,000				5		5		5		5			20	4,000.00
Muriatic Acid	300	20 gals.	6,000				5		5		5		5			20	6,000.00
Neozep tablet	500	3 boxes	1,500			3										3	1,500.00
Network Computer Maintenance Repair Tools kit	2,000	1 set	2,000				1									1	2,000.00
News Print	200	20 reams	4,000				5			5		5		5		20	4,000.00

Long Binding Stapler	500	1 pc.	500			1										1	500
Lyzol	350	1 gal.	350				1									1	350
Mailing Envelope (Long)	15	1,225 pcs.	183,750				500			500			225			1225	183,750.00
Mailing Envelope (Short)	10	50 pcs.	500					25				25				50	500.00
Mailing Stamps	10	200 pads	2,000			100					100					200	2,000.00
Make Up Set	1,200	3 sets	3,600									3				3	3,600.00
Manila Paper	15	25 pcs.	375				25									25	375.00
Marine Plywood (.75" Thickness)	2,000	20 pcs.	40,000				20									20	40,000.00
Masking Tape	45	45 rolls	2,025			20				25						45	2,025.00
Matting for Martials Arts	50,000	1 set	50,000			1										1	50,000.00
Meals	150	6, 450 pax	967,500			450		3000			3000					6450	967,500.00
Medals	200	300 pcs.	60,000				100		50		150					300	60,000.00
Mefanamic Acid/ Dolfenal	2,000	5 boxes	10,000			3				2						5	10,000.00
Men Shoes	1,000	16 pcs.	16,000			4			4		4			4		16	16,000.00
Mighty Toilet Cleaner	150	20 bots.	3,000			5			5		5		5			20	3,000.00
Monitor- Samsung 21.5 inches with DVi	20,000	1 unit	20,000				1									1	20,000.00
Mop	300	8 pcs.	2,400				2		2		2		2			8	2,400.00
Mop Handle	200	56 pcs.	1,120				14		14		14		14			56	1,120.00
Mop Head	100	152 pcs.	15,200				50			50			52			152	15,200.00
Mother board-socket FM2	6,500	2 pcs.	13,000			2										2	13,000.00
Mouse Pad	200	2 pcs.	400			2										2	400.00
Mr. Muscle Toilet Cleaner	200	20 bots.	4,000				5		5		5		5			20	4,000.00
Muriatic Acid	300	20 gals.	6,000				5		5		5		5			20	6,000.00
Neozep tablet	500	3 boxes	1,500			3										3	1,500.00
Network Computer Maintenance Repair Tools kit	2,000	1 set	2,000				1									1	2,000.00
News Print	200	20 reams	4,000				5			5		5		5		20	4,000.00

Nikon DLSR Camera	30,000	1 unit	30,000			1										1	30,000.00
Notarial Seal	2,250	50 boxes	112,500					20		10			20			50	112,500.00
Nylon # 260	250	1 roll	250			1										1	250.00
Nylon Bush	50	4 pcs.	200				4									4	200.00
OB Bag	300	2 pcs.	600				2									2	600.00
Office Table	10,000	14 sets	14,000			4		4		2		2		2		14	14,000.00
Onion Skin Paper (Long)	300	4 reams	1,200			4										4	1,200.00
Oxygen Tank (small)	4,000	1 pc.	4,000			1										1	4,000.00
Padlock (Medium)	150	5 pcs.	750			2				3						5	750.00
Paint Brush #2	50	4 pcs.	200				2				2					4	200.00
Paints	500	3 gals.	1,500			3										3	1,500.00
Paloro T-shirt	250	150 pcs.	37,500			30		30		30		30		30		150	37,500.00
Pants	800	16 pcs.	12,800				5		5			5			1	16	12,800.00
Paper Clip	80	100 boxes	8,000				25		25		25		25			100	8,000.00
Paper Cutter Wood	500	2 pcs.	1,000					1				1				2	1,000.00
Parchment Paper (Long)	5	795 pcs.	3,975			200		100		200			795			795	3,975.00
Paste (Stick)	100	20 sticks	2,000				5				5			5	5	20	2,000.00
Pencil	10	501 pcs.	5,010				200		151			150				501	5,010.00
Pencil Sharpener	20	10 pcs.	200					10								10	200.00
Pentel Pen Black	80	36 pcs.	2,880			10			10		8		8			36	2,880.00
Pentel pen Refill	130	8 bots.	1,040			4				4						8	1,040.00
Photo Frame	150	50 pcs.	7,500				20		10		20					50	7,500.00
Photo paper	10	400 pcs.	4,000				100			200			100			400	4,000.00
Photocopier	40,000	2 units	80,000					2								2	80,000.00
Plagiarism	1,000	1 pc.	1,000			1										1	1,000.00
Planner Notebook	250	3 pcs.	750			1				1					1	3	750.00
Plaque	500	10 pcs.	5,000				2			2		2		2		10	5,000.00
Plaster (hypoallergenic plasre)	500	5 boxes	2,500				2				1				2	5	2,500.00

Nikon DLSR Camera	30,000	1 unit	30,000			1										1	30,000.00
Notarial Seal	2,250	50 boxes	112,500					20		10			20			50	112,500.00
Nylon # 260	250	1 roll	250			1										1	250.00
Nylon Bush	50	4 pcs.	200				4									4	200.00
OB Bag	300	2 pcs.	600				2									2	600.00
Office Table	10,000	14 sets	14,000			4		4		2		2		2		14	14,000.00
Onion Skin Paper (Long)	300	4 reams	1,200			4										4	1,200.00
Oxygen Tank (small)	4,000	1 pc.	4,000			1										1	4,000.00
Padlock (Medium)	150	5 pcs.	750			2				3						5	750.00
Paint Brush #2	50	4 pcs.	200				2				2					4	200.00
Paints	500	3 gals.	1,500			3										3	1,500.00
Paloro T-shirt	250	150 pcs.	37,500			30		30		30		30		30		150	37,500.00
Pants	800	16 pcs.	12,800				5		5			5			1	16	12,800.00
Paper Clip	80	100 boxes	8,000				25		25		25		25			100	8,000.00
Paper Cutter wood	500	2 pcs.	1,000					1				1				2	1,000.00
Parchment Paper (Long)	5	795 pcs.	3,975			200		100		200			795			795	3,975.00
Paste (Stick)	100	20 sticks	2,000				5				5			5	5	20	2,000.00
Pencil	10	501 pcs.	5,010				200		151			150				501	5,010.00
Pencil Sharpener	20	10 pcs.	200					10								10	200.00
Pentel Pen Black	80	36 pcs.	2,880			10			10		8		8			36	2,880.00
Pentel pen Refill	130	8 bots.	1,040			4				4						8	1,040.00
Photo Frame	150	50 pcs.	7,500				20		10		20					50	7,500.00
Photo paper	10	400 pcs.	4,000				100			200			100			400	4,000.00
Photocopier	40,000	2 units	80,000					2								2	80,000.00
Plagiarism	1,000	1 pc.	1,000			1										1	1,000.00
Planner Notebook	250	3 pcs.	750			1				1					1	3	750.00
Plaque	500	10 pcs.	5,000				2			2		2		2		10	5,000.00
Plaster (hypoallergenic plasre)	500	5 boxes	2,500				2				1				2	5	2,500.00

Plastic Brush with Handle	50	40 pcs.	2,000				8			8		8	8		8	40	2,000.00
Plastic Cover	100	10 rolls	1,000			2		2		2			2			10	1,000.00
Plastic pail with cover	120	40 pcs.	4,800					10			10			10		40	4,800.00
Plywood (1/4 thickness)	350	10 pcs.	3,500				5				5					10	3,500.00
Powder Soap	120	25 kilos	3,000			10		5		5			5			25	3,000.00
PowerPoint presenter remote	650	5 pcs.	3,250					2				3				5	3,250.00
Projector	10,000	9 units	9,000						3		3			3		9	9,000.00
Prolink CAT6 UTP LAN Ethernet network cable CAT 6 Female Splitter Connector Adaptor	5,200	7 pcs.	36,400				2			2				3		7	36,400.00
Pulse Oxymeter	2,000	2 pcs.	4,000					2								2	4,000.00
Puncher	150	17 pcs.	2,550			7			5				5			17	2,550.00
Push Car Heavy Duty	10,000	2 units	20,000				1					1				2	20,000.00
Push Pin	50	37 boxes	1,850			10			7			10			10	37	1,850.00
PVC Cover (long)	250	5 reams	1,250				2			3						5	1,250.00
RAM DD3- 4gb 1600MHZ	2,200	5 pcs.	11,000				2					3				5	11,000.00
RAM DDRZ- 2gb 800MHZ	1,300	20 pcs.	26,000				5			5			5		5	20	26,000.00
Ribbon	50	25 rolls	1,250			5		5		5		5		5		25	1,250.00
Ribbonette	50	30 rolls	1,500			6		6		6		6		6		30	1,500.00
Ring Binder Strips #1.5"	500	25 pcs.	12,500			5		5		5		5		5		25	12,500.00
Ring Binder Strips #1/2"	750	25 pcs.	18,750			5		5		5		5		5		25	18,750.00
Ring Binder Strips #1/4"	1,000	25 pcs.	25,000			5		5		5		5		5		25	25,000.00
Ring Binder Strips #1"	1,250	25 pcs.	31,250			5		5		5		5		5		25	31,250.00
RJ 45 Metal Shielded Cat6	650	2 boxes	1,300			1				1						2	1,300.00
Router (Tenda D305 long range 4 antenna	1,000	1 pc.	1,000			1										1	1,000.00
Rubber and Gloves	150	20 pcs.	3,000				10			10						20	3,000.00
Rubberized Rags	150	40 pcs.	6,000					10		10		10		10		40	6,000.00

Plastic Brush with Handle	50	40 pcs.	2,000				8			8		8	8		8	40	2,000.00
Plastic Cover	100	10 rolls	1,000			2		2		2			2			10	1,000.00
Plastic pail with cover	120	40 pcs.	4,800					10			10			10		40	4,800.00
Plywood (1/4 thickness)	350	10 pcs.	3,500				5				5					10	3,500.00
Powder Soap	120	25 kilos	3,000			10		5		5			5			25	3,000.00
PowerPoint presenter remote	650	5 pcs.	3,250					2				3				5	3,250.00
Projector	10,000	9 units	9,000						3		3			3		9	9,000.00
Prolink CAT6 UTP LAN Ethernet network cable CAT 6 Female Splitter Connector Adaptor	5,200	7 pcs.	36,400				2			2				3		7	36,400.00
Pulse Oxymeter	2,000	2 pcs.	4,000					2								2	4,000.00
Puncher	150	17 pcs.	2,550			7			5				5			17	2,550.00
Push Car Heavy Duty	10,000	2 units	20,000				1					1				2	20,000.00
Push Pin	50	37 boxes	1,850			10			7			10			10	37	1,850.00
PVC Cover (long)	250	5 reams	1,250				2			3						5	1,250.00
RAM DD3- 4gb 1600MHZ	2,200	5 pcs.	11,000				2					3				5	11,000.00
RAM DDRZ- 2gb 800MHZ	1,300	20 pcs.	26,000				5			5			5		5	20	26,000.00
Ribbon	50	25 rolls	1,250			5		5		5		5		5		25	1,250.00
Ribbonette	50	30 rolls	1,500			6		6		6		6		6		30	1,500.00
Ring Binder Strips #1.5"	500	25 pcs.	12,500			5		5		5		5		5		25	12,500.00
Ring Binder Strips #1/2"	750	25 pcs.	18,750			5		5		5		5		5		25	18,750.00
Ring Binder Strips #1/4"	1,000	25 pcs.	25,000			5		5		5		5		5		25	25,000.00
Ring Binder Strips #1"	1,250	25 pcs.	31,250			5		5		5		5		5		25	31,250.00
RJ 45 Metal Shielded Cat6	650	2 boxes	1,300			1				1						2	1,300.00
Router (Tenda D305 long range 4 antenna	1,000	1 pc.	1,000			1										1	1,000.00
Rubber and Gloves	150	20 pcs.	3,000				10			10						20	3,000.00
Rubberized Rags	150	40 pcs.	6,000					10		10		10		10		40	6,000.00

Ruler	20	55 pcs.	1,100				25		10		10			10		55	1,100.00
Sala seat	12,000	2 sets	24,000			1				1						2	24,000.00
Salbutamol Nebule	600	5 boxes	3,000					2				3				5	3,000.00
Sand paper	25	20 pcs.	500				10				10					20	500.00
Scissors	80	38 pcs.	3,040			10			8		10		10			38	3,040.00
Scotch Tape	60	90 rolls	5,400					30			30			30		90	5,400.00
Scotch Tape Dispenser	300	6 pcs.	1,800			6										6	1,800.00
Seat Cover	250	650 pcs.	162,500			200			250			200				650	162,500.00
Seminar Kit	500	3 pcs.	1,500				3									3	1,500.00
Shovel	500	5 pcs.	2,500			5										5	2,500.00
Sign Pen	100	251 pcs.	25,100			100			50			50			51	251	25,100.00
Soft brooms	100	114 pcs.	11,400			50				64						114	11,400.00
Software Licenses (Adobe Creative Suite 6)	160,000	10 licenses	1,600,000			10										10	1,600,000.00
Software Licenses (Faronics Deep Freeze Enterprise Edition	4,200	19 licenses	79,800			19										19	79,800.00
Software Licenses (Microsoft Office 2016)	6,600	31 licenses	204,600			31										31	204,600.00
Software Licenses (Net Support School 12)	4,000	1 license	4,000			1										1	4,000.00
Software Licenses (Sony vegas Pro 15)	25,200	20 licenses	504,000			20										20	504,000.00
Software Licenses (Typesy 2017)	1,950	31 licenses	60,450			31										31	60,450.00
Soldering Led	8,000	2 pcs.	16,000			1				1						2	16,000.00
Soldering Station Hot Air Gun Combo Digital Tools-Electric Iron Computer Motherboard Repair	3,250	1 set	3,250			1										1	3,250.00
Specialty Paper	180	290 packs	52,200			100				100			90			290	52,200.00
Stamp Pad (medium)	50	1 pc.	50				1									1	50.00

Ruler	20	55 pcs.	1,100				25		10		10			10		55	1,100.00
Sala seat	12,000	2 sets	24,000			1				1						2	24,000.00
Salbutamol Nebule	600	5 boxes	3,000					2				3				5	3,000.00
Sand paper	25	20 pcs.	500				10				10					20	500.00
Scissors	80	38 pcs.	3,040			10			8		10		10			38	3,040.00
Scotch Tape	60	90 rolls	5,400					30			30			30		90	5,400.00
Scotch Tape Dispenser	300	6 pcs.	1,800			6										6	1,800.00
Seat Cover	250	650 pcs.	162,500			200			250			200				650	162,500.00
Seminar Kit	500	3 pcs.	1,500				3									3	1,500.00
Shovel	500	5 pcs.	2,500			5										5	2,500.00
Sign Pen	100	251 pcs.	25,100			100			50			50			51	251	25,100.00
Soft brooms	100	114 pcs.	11,400			50				64						114	11,400.00
Software Licenses (Adobe Creative Suite 6)	160,000	10 licenses	1,600,000			10										10	1,600,000.00
Software Licenses (Faronics Deep Freeze Enterprise Edition	4,200	19 licenses	79,800			19										19	79,800.00
Software Licenses (Microsoft Office 2016)	6,600	31 licenses	204,600			31										31	204,600.00
Software Licenses (Net Support School 12)	4,000	1 license	4,000			1										1	4,000.00
Software Licenses (Sony vegas Pro 15)	25,200	20 licenses	504,000			20										20	504,000.00
Software Licenses (Typesy 2017)	1,950	31 licenses	60,450			31										31	60,450.00
Soldering Led	8,000	2 pcs.	16,000			1				1						2	16,000.00
Soldering Station Hot Air Gun Combo Digital Tools-Electric Iron Computer Motherboard Repair	3,250	1 set	3,250			1										1	3,250.00
Specialty Paper	180	290 packs	52,200			100				100			90			290	52,200.00
Stamp Pad (medium)	50	1 pc.	50				1									1	50.00

Staple Wire No. 35	50	167 boxes	8,350			67			50			50				167	8,350.00
Stapler No. 35	100	58 pcs.	5,800			10	10			10		10			18	58	5,800.00
Stapler Remover	50	5 units	250			2				3						5	250.00
Steel Cabinet (4 drawers)	10,000	6 units	60,000			2				2			2			6	60,000.00
Steel Tape Measure (16ft.)	250	10 pcs.	2,500			2		2		2		2		2		10	2,500.00
Sterile Gauze	80	10 pcks	800			2			2		2		2		2	10	800.00
Sticker Paper	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Blue)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Orange)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Pink)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Sky Blue)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Yellow Green)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Yellow)	120	10 boxes	1,200			60				60						10	1,200.00
Sticky Notes	80	18 pcs.	1,440				9				9					18	1,440.00
Switch Hub	7,800	1 unit	7,800			1										1	7,800.00
Tapelon Tape	50	30 pcs.	1,500			15			15							30	1,500.00
Tarpaulin	500	86 pcs.	43,000			26		20			20			20		86	43,000.00
Telephone Line	22,000	1 pc.	22,000			1										1	22,000.00
Thinner	500	1 gal.	500				1									1	500.00
Thumbtacks	20	5 boxes	100			2					3					5	100.00
Toilet paper	30	62 rolls	1,860			32				30						62	1,860.00
Token	500	162 pcs.	81,000			50			62				50			162	81,000.00
Transparent Tape	80	3 rolls	240				1			1			1			3	240.00
Trash Cans	150	19 pcs.	2,850			10					9					19	2,850.00
TV Flat Screen	40,000	6 units	240,000				2			2			2			6	240,000.00

Staple Wire No. 35	50	167 boxes	8,350			67			50			50				167	8,350.00
Stapler No. 35	100	58 pcs.	5,800			10	10			10		10			18	58	5,800.00
Stapler Remover	50	5 units	250			2				3						5	250.00
Steel Cabinet (4 drawers)	10,000	6 units	60,000			2				2			2			6	60,000.00
Steel Tape Measure (16ft.)	250	10 pcs.	2,500			2		2		2		2		2		10	2,500.00
Sterile Gauze	80	10 pcks	800			2			2		2		2		2	10	800.00
Sticker Paper	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Blue)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Orange)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Pink)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Sky Blue)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Yellow Green)	120	120 pcs.	14,400			60				60						120	14,400.00
Sticker Paper Long (Yellow)	120	10 boxes	1,200			60				60						10	1,200.00
Sticky Notes	80	18 pcs.	1,440				9				9					18	1,440.00
Switch Hub	7,800	1 unit	7,800			1										1	7,800.00
Tapelon Tape	50	30 pcs.	1,500			15			15							30	1,500.00
Tarpaulin	500	86 pcs.	43,000			26		20			20			20		86	43,000.00
Telephone Line	22,000	1 pc.	22,000			1										1	22,000.00
Thinner	500	1 gal.	500				1									1	500.00
Thumbtacks	20	5 boxes	100			2					3					5	100.00
Toilet paper	30	62 rolls	1,860			32				30						62	1,860.00
Token	500	162 pcs.	81,000			50			62				50			162	81,000.00
Transparent Tape	80	3 rolls	240				1			1			1			3	240.00
Trash Cans	150	19 pcs.	2,850			10					9					19	2,850.00
TV Flat Screen	40,000	6 units	240,000				2			2			2			6	240,000.00

Vault	30,000	1 unit	30,000			1										1	30,000.00
Video Card-Zotac Geforce GTX 750l-2gb	4,200	1 pc.	4,200			1										1	4,200.00
Wall clock	500	3 pcs.	1,500			1			1				1			3	1,500.00
Water Faucet (plastic standard)	120	20 pcs.	2,400			5		5			5			5		20	2,400.00
Well coat	500	3 gals.	1,500			3										3	1,500.00
White Board 8x5	3,000	4 pcs.	12,000			2				2						4	12,000.00
White Board Handy (24"x12")	1,500	5 pcs.	7,500				2					3				5	7,500.00
White Board Ink Refill	100	151 bots	15,100			51			50					50		151	15,100.00
White Board Marker (Black)	100	310 pcs.	31,000			110				100			100			310	31,000.00
White Board Marker (Red)	100	25 pcs.	2,500				5		5		5	5		5		25	2,500.00
White Cloth	150	150 mtrs.	22,500			150										150	22,500.00
Wireless Mouse	350	2 pcs.	700			2										2	700.00
Zonrox	250	40 gals.	10,000			20								20		40	10,000.00
TOTAL			9,475,355														**9,475,355.00**

NOTE: Technical Specificatoin for each Item/ Project being proposed shall be submitted as part of the PPMP.

Prepared By :

MARITES J. ALOTA
Head, Supply & Property Management Office

Submitted By:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Vault	30,000	1 unit	30,000			1										1	30,000.00
Video Card-Zotac Geforce GTX 750I-2gb	4,200	1 pc.	4,200			1										1	4,200.00
Wall clock	500	3 pcs.	1,500			1			1				1			3	1,500.00
Water Faucet (plastic standard)	120	20 pcs.	2,400			5		5			5			5		20	2,400.00
Well coat	500	3 gals.	1,500			3										3	1,500.00
White Board 8x5	3,000	4 pcs.	12,000			2				2						4	12,000.00
White Board Handy (24"x12")	1,500	5 pcs.	7,500				2					3				5	7,500.00
White Board Ink Refill	100	151 bots	15,100			51			50					50		151	15,100.00
White Board Marker (Black)	100	310 pcs.	31,000			110				100			100			310	31,000.00
White Board Marker (Red)	100	25 pcs.	2,500				5		5		5	5		5		25	2,500.00
White Cloth	150	150 mtrs.	22,500			150										150	22,500.00
Wireless Mouse	350	2 pcs.	700			2										2	700.00
Zonrox	250	40 gals.	10,000			20								20		40	10,000.00
TOTAL			9,475,355														**9,475,355.00**

NOTE: Technical Specificatoin for each Item/ Project being proposed shall be submitted as part of the PPMP.

Prepared By :

MARITES J. ALOTA
Head, Supply & Property Management Office

Submitted By:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

VP for External Affairs

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)		1 rm. (2-7)	2 rms. (3-26)	1 rm. (4-25)			4 rms.
Epson Ink (black)		1pc. (2-7)					1 pc.
Epson Ink (cyan)		1 pc.(2-7)					1 pc.
Epson Ink (magenta)		1 pc.(2-7)					1 pc.
Epson Ink (yellow)		1 pc.(2-7)					1 pc.
Specialty Paper (long)		10 pcs. (2-7)					

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE
SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Medical and Dental

2019

Item Description	Jan. 2019	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Kremil-S					300 pcs. (5-21)		300 pcs.
Logbook					6 pcs. (5-20)		6 pcs.
Manzanilla					6 pcs. (5-21)		6 pcs.
Mefenamic (Dolfenal)					500 pcs. (5-21)		500 pcs.
Neozep					300 pcs. (5-21)		300 pcs.
Paper Fastener						1 box (6-13)	1 box
Pentel Pen					2 pcs. (5-8)	5 pcs (6-13)	7 pcs.
Salbutamon (Nebule)					100 pcs. (5-21)		100 pcs.
Solmux					300 pcs. (5-21)		300 pcs.
Staple Wire						1 box (6-13)	1 box
Trashbin						3 pcs. (6-25)	3 pcs.
Whiteboard Refill Ink				2 pcs. (4-17)			2 pcs.
Whiteflower					10 pcs. (5-21)		10 pcs.
Zantac					30 pcs. (5-21)		10 pcs.

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

Medical and Dental

Item Description	Jun-19	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	TOTAL
Ballpen (black)	3 pcs. (6-13)						3 pcs.
Bentyl (Dicycloverine)			50 pcs. (8-2)				50 pcs.
Biogesic Tablets				120 pcs. (9-6)			120 pcs.
			1,380 pcs. (8-2)				1,380 pcs.
Cotton (big)		7 pks. (7-25)					7 pks.
Decolsin				300 pcs. (9-6)			300 pcs.
Efficascent(50 ml)			10 bots. (8-5)				10 bots.
			10 bots. (8-2)				10 bots.
			12 bots. (5-21)				12 bots.
Folder (long)				50 pcs. (9-11)			50 pcs.
Neozep Tablets (500mg)				1,500 pcs.(9-6)			1,500 pcs.

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Medical and Dental 2019

Item Description	Jan. 2019	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Advil					300 pcs. 5- 21)		300 pcs.
Agua Oxigenada					20 bots. (5-21)		20 bots.
Alcohol						2 bot (6-11)	2 bots.
Alvedon					500 pcs. (5-21)		500 pcs.
Amoxicillin (500 mg.)					300 pcs. 5- 21)		300 pcs.
Ballpen (black)					2 pcs (5-8)		2 pcs.
					2 pcs. (5-20)		2 pcs.
Band Aid					750 pcs. (5-21)		750 pcs.
Bentyl(Dicycloverine)					100 pcs. (5-21)		100 pcs.
Biogesic Tablets					500 pcs. (5-21)		500 pcs.
Bondpaper						1 ream (6-13)	1 ream
			1 ream (5-25)				1 ream
					2 reams L(5-28)		2 reams
Buscopan					50 tabs.(5-21)		50 tabs.
Captopril					2 boxes (5-21)		2 boxes
Cartolina						2 pcs. (6-13)	2 pcs.
Cefalexin					300 pcs. (5-21)		300 pcs.
Decolsin (500 mg.)					300 pcs. (5-21)		300 pcs.
Folder						15 pcs. (6-13)	15 pcs.
Hand Gloves					200 pcs. (5-21)		200 pcs.
Hemostan (50 mg.)					100 pcs. (5-21)		100 pcs.

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

VP for External Affairs

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)		1 rm. (2-7)	2 rms. (3-26)	1 rm. (4-25)			4 rms.
Epson Ink (black)		1pc. (2-7)					1 pc.
Epson Ink (cyan)		1 pc.(2-7)					1 pc.
Epson Ink (magenta)		1 pc.(2-7)					1 pc.
Epson Ink (yellow)		1 pc.(2-7)					1 pc.
Specialty Paper (long)		10 pcs. (2-7)					

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

INSTITUTE OF CRIMINAL JUSTICE EDUCATION **2019**

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Epson Ink (black)		2 bots.(8-16)					**2 bots.(7 bots.)**
Eraser	3 pcs. (7-22)						3 pcs.
Marker Refill Ink	1 bot.(7-22)						**1 bot.(3 bots.)**
Whiteboard Marker	6 pcs. (7-22)						**6 pcs.(11 pcs.)**
Ballpen (black) - 8 pcs.							
Bondpaper - 58 rms.							
Correction Pen - 5 pcs.							
Downy - 1 bot.							
Epson Ink - 7 bots.							
Eraser - 3 pcs.							
Marker Refill Ink - 3 bots.							
Signing Pen - 8 pcs.							
Stabilo Marker - 3 pcs.							
Whiteboard Marker - 11 pcs.							

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

INSTITUTE OF CRIMINAL JUSTICE EDUCATION 2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Ballpen					8 pcs. (5-2-19)		8 pcs.
Bondpaper	7 rms. (1-16)		16 rms. (3-8)				23 rms.
	5 rms. (1-23)		30rms. (3-11)				**35 rms.(58 rms.)**
Correction Pen					5 pcs. (5-2)		5 pcs.
Downy					1 bot. (5-2)		1 bot.
Epson Ink(black)	2 bots.(1-21)						2 bots.
Epson Ink (cyan)	1 bot.(1-21)						1 bot.
Epson Ink (magenta)	1 bot.(1-21)						1 bot.
Epson Ink (yellow)	1 bot.(1-21)						**1 bot. (5 bots.)**
Marker Refill Ink					2 bots. (5-2)		2 bots.
Signing Pen (mygel)					8 pcs. (5-2)		8 pcs.
Stabilo Marker					3 pcs. (5-2)		3 pcs.
Whiteboard Marker					5 pcs. (5-2)		5 pcs.

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

VP for Administration

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Pail (big)		1 pc. (8-8)					1 pc.
Water Scooper		1 pc. (8-8)					1 pc.

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

VP for Administration

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)	1 ream (1-9)						1 ream
Bondpaper (short)	1 ream (1-9)			1 ream (4-29)			2 reams
Folders (long)					5 pcs. (5-6)		5 pcs.
Folders (short)					5 pcs. (5-6)		5 pcs.
Mygel Signing Pen (black)				1 pc. (4-29)			1 pc.
Mygel Signing Pen (blue)				1 pc. (4-29)			1 pc.
Paper Fastener				1 box (4-29)			1 box
Softbrooms	1 pc. (1-30)				1 pc. (5-6)		2 pcs.
Stapler		1pc. (2-15)					1 pc.

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Institute of Midwifery

Item Description	Jul-19	Aug-19	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	TOTAL
Folder (long)		40 pcs. (8-1)					40 pcs.

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

Institute of Midwifery

Item Description	Jan. 2019	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Alcohol						2 bots. (6-11)	2 bots.
					1 bot. (5-28)		1 bot.
Ballpen						3 pcs.(6-13)	3 pcs.
					2 pcs. (5-20)		2 pcs.
Bondpaper	5 reams (1-29)		12 rms. (3-8)	30 rms.(4-26)			47 rms.
			1 rm. (3-25)	7 rms.(4-17)	7 rms.(5-6)	1 rm.(6-13)	16 rms.
Cartolina						2pcs. (6-13)	2 pcs.
Filer Box						3 pcs.(6-13)	3 pcs.
Folder (long)					20 pcs. (5-6)	15 pcs.(6-13)	35 pcs.
Ink Refill					2 bots. (5-6)		2 bots.
Paper Fastener						1 box (6-13)	1 box
Pentel Pen Marker					2 pcs (5-20)	3 pcs.(6-13)	5 pcs.
Staple Wire No. 35						1 box (6-13)	1 box
Whiteboard Pen				3 pcs. (4-17)	3 pcs.(5-6)		6 pcs.
Whyteboard Refill Ink				2 pcs. (4-17)			2 pcs.

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Institute of Teacher Education **2019**

Item Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Paper Clip		1 box (8-9)					**1 box**
Paper Fastener		3 boxes (8-9)					**3 boxes**
Stamping Pad	1 pc. (7-25)						**1 pc.**
Stamping Pad Ink	1 bot. (7-25)						**1 bot.**
Staple Wire No. 35	10 boxes(7-25)						**1o boxes**
Stapler	2 pcs. (7-25)						**2 pcs.**
Whiteboard Ink Refill	2 pcs. (7-25)						**2 pcs.**
Whiteboard Marker	24 pcs. (7-25)						**24 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Institute of Teacher Education **2019**

Item Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Alcohol	4 bots. (7-25)						**4 bots.**
Ballpen	16 pcs. (7-25)						**16 pcs.**
Bondpaper (long)	5 rms. (7-25)	5 rms. (8-9)	3 rms. (9-6)	17 rms. (10-05)			**30 rms.**
Class Record	35 pcs. (7-25)						**35 pcs.**
Correction Pen	15 pcs. (7-25)						**15 pcs.**
Epson Ink (black)	25 bots. (7-25)						**25 bots.**
Epson Ink (cyan)	10 bots. (7-25)						**10 bots.**
Epson Ink (magenta)	10 bots. (7-25)						**10 bots.=45+5=50 bots.**
Erasers	10 pcs. (7-25)						**10 pcs.**
Filer Boxes	1 pc. (7-25)						**1 pc.**
Folders (long)	200pcs. (7-25)						**200 pcs.**
Logbook	5 pcs. (7-25)						**5 pcs.**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

Institute of Teacher Education

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)	16 rms. (1-16)		17 rms. (3-8)		1 rm. (5-8)		**34 rms.**
	5 rms. (1-28)						**5 rms.**
Class Record		2 pcs. (2-13)					**2 pcs.**
Epson Ink (black)			2 bots.				**2 bots.**
Epson Ink (cyan)			1 bot.				**1 bot.**
Epson Ink (magenta)			1 bot.				**1 bot.**
Epson Ink (yellow)			1 bot.				**1 bot.= 5 bots.**
Filer Boxes	2 pcs. (1-28)						**2 pcs.**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Safety and Security Office **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)				1 rm. (4-17)			**1 rm.**
Yale Padlock				3 pcs. (4-30)			**3 pcs.**
Wall Clock				1 pc.			**1 pc.**
Logbook				3 pcs. (4-30)			**3 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

DELIVERY REPORT

Institute of Senior High School **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Alcohol					2 bots.(5-2)		2 bots.
Bondpaper (long)	5 rms. (1-28)				10 rms. (5-7)		15 rms.
Bondpaper (short)					10 rms. (5-7)		**10 rms.(25 rms.)**
Chalk					10 boxes (5-7)		10 boxes
Class Record					16 pcs.(5-7)		**16 pcs.**
Correction Pen					8 pcs. (5-7)		8 pcs.
Epson Ink (black)	2 bots. (1-28)						2 bots.
Eraser					16 pcs.(5-7)		16 pcs.
Filer Boxes	2 pcs. (1-28)						2 pcs.
Logbook (500 pages)					2 pcs. (5-7)		2 pcs.
Logbook (300 pages)	1 pc. (1-7)						**1 pc.(3 pcs.)**
Paper Fastener					2 boxes (5-7)		2 boxes
Scissor					1 pc. (5-7)		1 pc.
Specialty Paper					100 pcs. (5-7)		100 pcs.

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

DELIVERY REPORT

Institute of Senior High School **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Alcohol					2 bots.(5-2)		2 bots.
Bondpaper (long)	5 rms. (1-28)				10 rms. (5-7)		15 rms.
Bondpaper (short)					10 rms. (5-7)		**10 rms.(25 rms.)**
Chalk					10 boxes (5-7)		10 boxes
Class Record					16 pcs.(5-7)		**16 pcs.**
Correction Pen					8 pcs. (5-7)		8 pcs.
Epson Ink (black)	2 bots. (1-28)						2 bots.
Eraser					16 pcs.(5-7)		16 pcs.
Filer Boxes	2 pcs. (1-28)						2 pcs.
Logbook (500 pages)					2 pcs. (5-7)		2 pcs.
Logbook (300 pages)	1 pc. (1-7)						**1 pc.(3 pcs.)**
Paper Fastener					2 boxes (5-7)		2 boxes
Scissor					1 pc. (5-7)		1 pc.
Specialty Paper					100 pcs. (5-7)		100 pcs.

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

DELIVERY REPORT

Institute of Senior High School

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Epson Ink (black)	2 bots. (7-11)						**2 bots.**
Epson Ink (cyan)	2 bots. (7-11)						**2 bots.**
Epson Ink (magenta)	2 bots. (7-11)						2 bots.
Mailing Envelope(long)	2 pcs. (7-11)						2 pcs.
Mailing Envelope (short)	5 pcs.(7-11)						**5 pcs.(7 pcs.)**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

DELIVERY REPORT

Institute of Senior High School

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Epson Ink (black)	2 bots. (7-11)						**2 bots.**
Epson Ink (cyan)	2 bots. (7-11)						**2 bots.**
Epson Ink (magenta)	2 bots. (7-11)						2 bots.
Mailing Envelope(long)	2 pcs. (7-11)						2 pcs.
Mailing Envelope (short)	5 pcs.(7-11)						**5 pcs.(7 pcs.)**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Pamantasang Panlungsod ng SOV. ALFONSO DE TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Office **2019**

n Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
(long)		5 rms. (8-22)					**5 rms.**
(short)		3 rms. (8-22)					**3 rms.**
		1 pc. (8-22)					**1 pc.**
No. 35		1 pc. (8-22)					**1 pc.**
ck)		15 pcs. (8-22)					**15 pcs.**
		30 pcs. (8-22)					**30 pcs.**
ner		1 box (8-22)					**1 box.**
Paper		3 pks. (8-22)					**3 pks.**
		1 box (8-22)					1 box.

/:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City
GOV. ALFONSO D. TAN COLLEGE
Supply & Property Management Office

UTILIZATION REPORT

Quality Development Management Office (QMDO) **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Pentel Pen Marker				5 pcs. (4-24)			**5 pcs.**
Puncher				1 pc. (4-24)			**1 pc.**
Refill Ink (black)				2 bots. (4-24)			**2 bots.**
Scissor				1 pc. (4-24)			**1 pc.**
Sign Pen (black)				8 pcs. (4-24)			**8 pcs.**
Softbroom				1 pc. (4-24)			**1 pc.**
Zim Cleaner				1 bot. (4-25)			**1 bot.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

Quality Development Management Office (QMDO)

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Bondpaper (long)	6 rms. (7-19)	240 pcs. (8-7)					**6 rms.& 240 pcs.**
	180 pcs.	3 rms. (8-6)					**3rms. & 180 pcs.**
Clearbook Refill	200 pcs. (7-10)						**100 pcs.**
Worx		50 pcs. (8-2)					**50 pcs.**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

Quality Development Management Office (QMDO)

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)			5 rms. (3-12)		10 rms, (5-23)		**15 rms.**
	2 rms. (1-22)		5 rms. (3-12)		10 rms. (5-23)		**17 rms.**
Brown Envelope (short)		1 pc. (2-14)					**1 pc.**
Correction Pen				5 pcs. (4-24)			**5 pcs.**
Downy				680 ml.(4-25)			**680 ml.**
Elmer's Glue				2 bots. (4-24)			**2 bots.**
Epson Ink (black)			1 bot. (3-12)	2 bots. (4-24)	1 bot.(5-21)	1 bot. (6-11)	**5 bots.**
Epson Ink (cyan)			1 bot. (3-12)	1 bot. (4-24)	1 bot.(5-21)		**3 bots.**
Epson Ink (magenta)			1 bot. (3-12)	1 bot. (4-24)	1 bot.(5-21)		**3 bots.**
Epson Ink (yellow)			1 bot. (3-12)	1 bot. (4-24)	1 bot. (5-21)		**3 bots.**
File Tray				3 pcs. (4-24)			**3 pcs.**
Filer Boxes	39 pcs. (1-23)						**39 pcs.**
Paint (flat latex-white)					2 gals.(5-6)		**2 gals.**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Learning Resource Center **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Ring Binder				25 pcs. (4-30) #1/4			**25 pcs.+25= 50 pcs.**
Scissor				4 pcs. (4-17)			**4 pcs.**
Softbroom				3 pcs. (4-17)			**3 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Iloilo City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Learning Resource Center **2019**

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Alcohol		1 bot. (8-7)					**1 bot.**

Tanauan City College
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Learning Resource Center

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Alcohol				3 bots. (4-30)			**3 bots.**
Bondpaper (long)	2 reams(1-16)			10 rms. (4-29			**12 reams**
Bondpaper (short)				2 reams(4-29			**2 reams**
Cartolina (white,blue,red)				40 sheets(4-17)			**40 sheets**
				(4-24)			
Epson Ink (black)				1 bot. (4-29)		2 bots. (6-28)	**3 bots.**
Epson Ink (magenta)						2 bots. (6-28)	**2 bots.**
Epson Ink (cyan)						2 bots. (6-28)	**2 bots.= 7 bots.**
Filer Box		1 pc. (2-12)					**1 pc.**
Folder (long)						100 pcs. (6-28)	**100 pcs.**
Mygel Ballpen				6 pcs. (4-24)			**6 pcs.**
Paper Fastener						2 boxes (6-28)	**2 boxes**
Ring Binder				25 pcs.(4-30) # 1			**25 pcs.**

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

f Business Administration (IBFS)

2019

em Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
						1 bot. (6-3)	1 bot.
ot-blue)		15 pcs. (2-8)					15 pcs.
(long)	5 rms. (1-16-)	5 rms. (2-8)	25 rms. (3-8)	3 rms. (4-15)	10 rms. (5-3)	20 rms.	73 rms.
	1 rm. (1-9)			20 rms. (4-25)			21 rms.
(short)	1 rm. (1-9)						1rm.
		2 bots.(2-8)					2 bots.
Pen				5 pcs.(4-25)			5 pcs.
nygel)				5 pcs.(4-25)			5 pcs.
d Marker				2 pcs. (4-25)			2 pcs.
d Marker Refill Ink				2 bot.(4-25)			2 bots.

Tangub City

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

DELIVERY REPORT

f Business Administration (IBFS)

2019

m Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
		4 bots.(8-5)					4 bots.
ck)		15 pcs.(8-5)					15 pcs.
d)		15 pcs.(8-5)					**15 pcs. (45 pcs.)**
(long)		5 rms. (8-5)					**5 rms.**
		20 rms.(8-22)					**20 rms.(120 rms.)**
		1 box (8-22)					1 box
red)		1 box (8-8)					**1 box(2 boxes)**
Eraser		5 pcs.(8-5)					5 pcs.
d		15 pcs.(8-5)					15 pcs.
		30 pcs.(8-22)					30 pcs.
l Marker Refill Ink		2 pcs. (8-5)					2 pcs.

/:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

airs Office

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
					1 bot. (5-16)		1 bot.
ıck)	1 pc.(1-24)						1 pc.
ıe)	3 pcs. (1-24)						**3 pcs.(4 pcs.)**
(long)	2 rms.(1-24)		5 rms. (3-12)	2 rms.(4-4)	5 rms. (5-16)		14 rms.
	9 rms. (1-21)			20 rm.(4-24)			**29 rms.(43 rms.)**
(short)	4 rms.(1-21)			4 rms. (4-24)			8 rms.
elope(long)		100 pcs.(2-14)					100 pcs.
		1 pc.(2-14)					1 pc.
Pen				12 pcs.(4-24)			12 pcs.
e		5 bots,(2-14)					5 bots.
black)	6 bots.(1-21)	10 bots.(2-14)					16 bots.
cyan)	1 bot. (1-11)	3 bots.(2-14)					4 bots.
magenta)	1 bot. (1-11)	3 bots.(2-14)					**4 bots.**
yellow)	1 bot. (1-11)	2 bots.(2-14)					3 bots.
black)	1 bot. (1-11)						**1 bot.(29 bots.)**
ıg)	50 pcs. (1-21)	100 pcs.(2-14)					150 pcs.
ort)				25 pcs.(4-24)			**25 pcs.(175 pcs.)**
larker		3 packs(2-14)					
00 pages)				3 pcs.(4-24)			3 pcs.
00 pages)		2 pcs. (2-14)					2 pcs.
		4 boxes (2-14)					4 boxes

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

fairs Office

m Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
(long)		6 rms. (8-5)					6 rms.(14 rms.)
e				1 bot.(10-23)			1 bot.

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

2019

fairs Office

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
ener				3 boxes (4-24)			3 boxes
				10 pcs. (4-24)			10 pcs.
er		10 pcs. (2-14)					10 pcs.
		10 pcs. (2-14)					10 pcs.
		2 pcs. (2-14)					2 pcs.
				1 pc. (4-24)			1 pc.
				10 pcs. (4-24)			10pcs.
aper		120 pcs.(2-14)					120 pcs.
s		2 packs(2-14)					2 packs

y:

MARIES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Human Resource Office

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Alcohol(Ethyl)	1 bot(7-5)						1 bot.
Ballpen (blue)	5 pcs.(7-5)						5 pcs.
Ballpen (black)	5 pcs.(7-5)						5 pcs.
Filer Box	4 pcs. (7-5)						4 pcs.
Folder (long)	50 pcs.(7-15)						**50 pcs.(74 pcs.)**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration & Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

Human Resource Office **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Ballpen	12 pcs. (1-7)						12 pcs.
Bondpaper (long)	2 rms. (1-31)	1 rm. (2-15	2 rms. (3-4)	1 rm.(4-1)		1 rm. (6-21	7 rms.
		1 rm.(2-27)		1 rm. (4-5)			2 rms.
				1 rm. (4-5)			1 rm.
				2 rms. (4-8)			2 rms.
				1 rm. (4-16)			**1 rm.(13 rms.)**
Bondpaper (short)	1 rm. (1-10)					1 rm. (6-21)	2 rms.
Brown Envelope		10 pcs. (2-13)					10 pcs.
Epson Ink	1 bot. (1-8)		1 bot. (3-18)				2 bots.
Filer Box			1 pc. (3-5)				1 pc.
			1 pc. (3-18)				1 pc.
Folder (short)		10 pcs.(2-13)		12 pcs.(4-11)			22 pcs.
		12 pcs. (2-15)					**12 pcs.(34 pcs.)**
Folder (long)				24 pcs.(4-15)			24 pcs.
Stabilo			1 pc. (3-14)				**1 pc.**

Iriga City
GOV. ALFONSO D. TAN COLLEGE
Supply & Property Management Office

UTILIZATION REPORT

Guidance Office

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Bondpaper (long)		2 reams (8-7)					**2 reams**
							3 pcs.

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAELOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE
Supply & Property Management Office

UTILIZATION REPORT

Guidance Office

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)	14 reams (1-6)	7 reams (2-6)	6 reams (3-14)				**27 reams**
	1 ream (1-4)		5 ream (3-18)				**6 reams**
Certificate Holder	30 pcs. (1-6)	31 pcs. (2-6)					**61 pcs.**
Epson Ink (black)	2 bots. (1-6)	1 bot. (2-16)					**3 bots.**
Epson Ink (cyan)	2 bots. (1-6)	1 bot. (2-16)					**3 bots.**
Epson Ink (magenta)	2 bots. (1-6)	1 bot. (2-16)					**3 bots.**
Epson Ink (yellow)	2 bots. (1-6)	1 bot. (2-16)					**3 bots.**
Folder (short)				27 pcs. (4-17)			**27 pcs.**
Parchment Paper	20 pcs. (1-6)	20 pcs. (2-6)					**40 pcs.**
Specialty Paper	20 pcs. (1-6)	20 pcs. (2-6)					**40 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Quezon City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

ERVICES OFFICE (GSO)

2019

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
	1 liter (1-18)	1 liter (2-4)	2 liters (3-12)		1 liter (5-3)		1 gal. + 500 ml.
	1 liter (1-14)		2 liters(3-6)				3 liters
	1 liter (1-8)		1 liter (3-3)				2 liters

y:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

SERVICES OFFICE (GSO)

2019

em Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
r	2 bots. (7-1)						2 bots.
	2 bots. (July 3-4)						2 bots.
	1 liter (7-26)						1 liter
	1 gal. (July 3-4)						1 gal.
	1 liter (7-1)	1 liter (8-7)	liter (8-7)		1 gal. (11-14)	1 gal.(12-5)	2.50 gals.
	2 liters (7-4)						2 liters
	1 liter (7-12)						1 liter
	3 liters (7-17)						3 liters
	1 liter (7-19)						1 liter
	2 liters (7-26)						2 liters
	1 liter (7-4)						1 liter

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

ERVICES OFFICE (GSO)

2019

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
;	2pcs. (1-14)	8 pcs. (2-4)			2 pcs. (5-30)	1 pc. (6-27)	13 pcs.
	2 pcs. (1-23)	10 pcs. (2-1)				1 pc. (6-28)	13 pcs.
	1 pc. (1-8)						**1 pc. = 27 pcs.**
:r	1 roll (1-16)						**1 roll**
opier			1 tube (3-13)		1 tube (5-6)		2 tubes
					1 tube (5-14)		1 tube
-	1 bot. (1-4)		1 bot. (500 ml)(312)	1 bot. (4-23)	1 gal.(May1-3)	1/2 gal.(500 ml.)	2.5 gals.
					300 ml. (5-6)	1 bot.(6-27)	900 ml.
					600 ml (5-22)	1 bot. (6-28)	900 ml.
					500 ml. (5-14)	1 bot (6-26)	750 ml.
						1 gal. (6-28)	1 gal.
					3 gals.		1.3 gals (7.35)
	3 gals. (1-4)	4 gals (2-1)	1 liter (3-4)		3 liters (5-7)	2 liters (6-7)	8.5 gals.
	1 liter (1-14)	1 liter (2-4)	2 liters (3-6)		1 gal. (5-10)	3 liters (6-27)	2.75 gals.
	2 liters (1-18)	1 liter (2-8)	2 liters (3-12)		1 liter (5-14)	1 bot. (6-21)	2 gals.
	1 liter (1-14)	3 liters (2-19)	1 liter (3-13)		1 liter (5-17)	1 liter (6-28)	1.50 gals.
	1 gal. (1-4)		1 liter (3-20)		1 gal (5-22)		2.25 gals.
					1 gal. (5-10)		**1 gal.**

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

ERVICES OFFICE (GSO)

n Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
er	1 kl. (7-9)	1kl. (8-2)					**2 kls.+43+ 45 kls.**
	2 bars (7-1)						2 bars
	2 bars (7-3)						2 bars
	4 bars (7-4)						4 bars
	8 bars (7-17)						8 bars
	2 bars (7-19)						2 bars
	2 bars (7-9)						2 bars
	8 bars (July 3-5)						**8 bars = 28+65=93bars**
n No, 8	1 pc. (7-3)						1 pc.
	1 pc. (7-12)						1 pc.
	1 pc. (7-1)						1 pc.
	3 pcs. (7-3)						**3 pcs.+27=30 pcs.**

Tagaytay City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

ERVICES OFFICE (GSO) 2019

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
er	3 kls. (1-18)	1 kl. (2-9)	4 kls. (3-6)				8 kls.
	1 kl. (1-23)	2 kls. (2-19)	1 kl. (3-8)				4 kls.
	1 kl. (1-16)	1 kl. (2-8)	4 kls. (3-12)				5 kls.
	2 kls. (1-8)	1 kl. (2-4)	1 kl. (3-13)				4 kls.
	1 kl. (1-7)	11 kls. (2-1)	1 kl. (3-20)				13 kls.
	3 kls. (1-4)		6 kls. (3-26)				9 kls. (43 kls.)
			2 bars (3-26)	2 bars (4-12)	5 bars (May 1-3)	2 bars (6-7)	11 bars
				3 bars (4-23)	8 bars (5-7)	6 bars (6-27)	17 bars
					5 bars (5-10)	2 bars (6-28)	7 bars
					1 bar (5-5)	1 bar (6-21)	2 bars
					6 bars (5-22)	6 bars (6-28)	12 bars
					4 bars (5-30)		4 bars
					7 bars (5-10)		7 bars
					5 bars (May2-3)		5 bars (65 bars)
ıster	4 tubes (1-18)	2 tubes (2-19)	2 tubes (3-13)		1 tube (5-6)		10 tubes
			2 tubes (3-25)		1 tube (5-9)		**3 tubes (13 tubes)**
	2 pcs. (1-4)	2 pcs. (2-11)	2 pcs. (3-13)				6 pcs.
	1 sheet (1-10)				4 sheets(5-15)		**5 sheets**

Tangub City's
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

ERVICES OFFICE (GSO)

n Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
:ex Flat (white)	1 gal. (7-3-)						1 gal.
	1 pc. (7-4)						1 pc.
id	1 gal. (7-1-)						1 gal.
	1 lilter (7-17)						1 liter
							1 gal.
)	1 pc. (7-3-)						1 pc.
	1 roll (7-25)						1 roll

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

ERVICES OFFICE (GSO) 2019

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
	2 pcs.. (1-7)	2 pcs. (2-4)			1 pc. (5-3)		4 pcs.
	2 pcs. (1-16)				3 pcs. (5-10)		4 pcs.
	1 pc. (1-4)				1 pc. (5-30)		2 pcs.
					1 pc. (6-4)		1 pc.
e	1 pc. (1-4)				1 pc. (5-3)		2 pcs.
						1 bot. (450 ml)(6-4)	1 bot.
id					1 bot.(600 ml.)(5-2)	1 gal. (6-27)	1.6 gals.
					650 ml.(5-3)		650 ml.
					1.370 gals.(5-10)		1.370 gals.
					1 liter (5-15)		1 liter
	6 pcs. (1-7)						6 pails
	1 pc. (1-29)						1 pc.
	3 cans (1-18)	8 cans (2-1)					11 cans
	1 can (1-4)	3 cans (2-8)					4 cans
	1 can (1-14)						1 can (16 cans)
ophane Cover					10 rolls(5-30)		10 rolls

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

ERVICES OFFICE (GSO)

m Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
	5 liters (7-01)	1 bot. (8-7)					500 ml.
	2 liters (7-04)						2 liters
	6 liters (7-17)						12 liters
	1 liters(7-25)						1 liter
	1 liter (7-25)						1 liter(42.06 gals.)
	1 pc. (7-3)						1 pc.
hort)	40 pcs.						**40 pcs.+10=50 pcs.**
B,C,M & Y)	1 set (1-25)						1 set
	1.3 g als(7-1)			5 gals. (10-25)			6.3 gals.
	1.5 gals (7-4)			5 gals. (10-24)			6.15gals.
	1/2 gal. (7-17)						1/2 gal.
	1 gal. (7-1)						1 gal,
	1 liter (7-24)						**1 liter**
	3.75 gals (7-25)						3.75 gals.
	1.5 gals.(7-26)						1.5 gals.
	1 gal. (7-9)						1 gal.
	1 gal. (7-3-)						**1 gal.**

Tagaytay City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

ERVICES OFFICE (GSO)

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
	2 sachet(1-18)				1.27 ml.(5-30)	1 lliter(6-24)	2.27 gals
	2 gals.(1-4)				1.35 liters(5-10)	1 liter (6-28)	2.75 gals.
					1 gal. (5-3)		1 gal.
					2.33 gals(5-2)		2.33 gals.
						2 pcs. (6-26)	2 pcs.
g)		10 pcs. (2-8)	4 pcs. (3-26)			20 pcs. (6-26)	34 pcs.
ort)		10 pcs. (2-8)					10 pcs.
	1 pair (1-16)			1 pair (4-23)	5 pairs (5-10)		7 pairs
	1 gal. (1-18)	1 gal. (2-4)	1 gal. (3-4)	1 gal. (4-23)	1 bot(.350 ml)(5-1)	1.5 ml. (6-7)	4.455 gals.
	1 gal. (1-23)	4 gals. (2-18)	1 gal. (3-20)	1/2 gal.(4-25)	2 bots.(350 ml)(5-2)	2 liters (6-26)	8 gals.
	5 gals.(1-4)	1 gal. (2-19)	1 gal.-red(5-6)		19.4 ml. (5-3)	1 gal. (6-27)	7.420 gals.
	1 gal. (1-18)	1 gal. (2-19)			1 liter (5-6)	2 liters (6-28)	2.75 gals.
	1 gal. (1-23)				1 bot.(5-10)	3/4 gal. (6-28)	2 gals.
					2.9 gals.(5-22)		2.9 gals.
					1 bot.(1050ml) (5-30)		1,050 ml.
					600 ml. (5-10)		600 ml.
						2 pcs (6-25) 500 pages	2 pcs.

Tangub City

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

ERVICES OFFICE (GSO)

n Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
	2 pcs. (7-3)						2 pcs.
	8 pcs. (7-17)						8 pcs.
	4 pcs. (7-19)						4 pcs.
	5 pcs. (7-3)						**5 pcs.(71 pcs.)**
	1 bot. (7-2)	1 bot. (8-7)		2 bots.(10-29)			4 bots.
	3 bots. (7-4)						**3 bots.(10 b0ts.)**
ck)	15 pcs. (7-26)						15 pcs.
	10 pcs. (6-25)						**10 pcs.(57 pcs.)**
	400 pcs.(7-25)						**400 pcs.(1100 pcs.)**
(long)	2 rms. (7-26)	1 rm. (8-5)				4 rms. (12-21)	**9 rms.(34 rms./100)**
(short)	2 rms. (7-26)						

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

RVICES OFFICE (GSO)

n Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
	3 pcs. (1-23)	7 pcs. (2-1)				4 pcs.	14 pcs.
	7 pcs. (1-7)	2 pcs. (2-19)					9 pcs.
	3 pcs. (1-23)	10 pcs. (2-1)					13 pcs.
	16 pcs. (1-4)						**16 pcs. (52 pcs.)**
					2 bots. (5-7)		2 bots.
					1 bot. (5-31)		**1 bot. (3 bots.)**
ck)	3 pcs. (1-7)						15 pcs.
	15 pcs. (1-25)						2 pcs.
	2 pcs. (1-19)						15 pcs.(32 pcs.)
e)	15 pcs. (1-25)						3 pcs.
					3 pcs. (5-30)		1rm. +700 pcs.
	200 pcs. (1-25)		2.100 reams (3-8)			400 pcs. (6-3)	9 rms.+100 pcs.
(long)	2 rms. (1-25)	5 rms.(2-4)	100 pcs. (3-5)	1 rm. (4-17)		1 rm. (6-25)	11 reams
	8 reams		2 rms. (3-8)	1 rm. (4-12)			1 rm.
			1 rm. (3-29)				1 rm.
(short)						1 rm. (6-25)	1 pc.
						1 pc. (7-27)	6.9 gals.
				5 bots. 350 ml(4-24)	1 bot. 350 ml(5-1)	2 liters(6-7)	1.42 liters
				1 bot. 330 ml(4-25)	3 bots.330 ml(5-2)	1 liter (6-20)	5.45 ml.
					5.35 ml.(5-3)	1 liter (6-29)	2.27 ml.
					2.07ml.(5-10)	2 liters(6-27)	1.63 ml.
					1.63 ml.(5-22)		

Tangub City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Development Training Center **2019**

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Alcohol	1 bot. (7-9)						**1 bot.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Development Training Center **2019**

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)			1 ream (3-12)	1 ream (4-26)			**2 reams**
Correction Pen				1 pc. (4-26)			**1 pc.**
Elmer's Glue			1 bot. (3-12)				**1 bot.**
Epson Ink (black)					1 bot. (5-30)		**1 bot.**
Epson Ink (cyan)					1 bot. (5-30)		**1 bot.**
Epson Ink (magenta)					1 bot. (5-30)		**1 bot.**
Epson Ink (yellow)					1 bot. (5-30)		**1 bot.**
File Tray				1 pc. (4-26)			**1 pc.**
Folder (long)				12 pcs. (4-26)			**12 pcs.**
Mygel Signing Pen				3 pcs. (4-26)			**3 pcs.**
Puncher				1 pc. (4-26)			**1 pc.**
Scissor				1pc. (4-26)			**1 pc.**
Scotch Tape/Paper Tape				1 roll (4-26)			**1 roll**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

CAESO **2019**

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Epson Ink (black)		1 bot. (8-9)					**1 bot.**
Epson Ink (cyan)		1 bot. (8-9)					1 bot.
Epson Ink(magenta)		1 bot. (8-9)					**1 bot.**
Epson Ink (yellow)		1 bot. (8-9)					**1 bot (8 bots.)**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

CAESO

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Alacohol					2 bots. (5-7)		**2 bots.**
Bondpaper (long)			10 rms. (3-11)	6 rms. (4-29)			**16 rms.**
Bondpaper (short)				5 rms. (4-29)			**5 rms.**
Epson Ink (black)	1 bot.(1-29)						**1 bot.**
Epson Ink (cyan)	1 bot.(1-29)						**1 bot.**
Epson Ink (magenta)	1 bot.(1-29)						**1 bot.**
Epson Ink (yellow)	1 bot.(1-29)						**1 bot.**
Flashdrive (8 GB)	2 pcs. (1-23)						**2 pcs.**
Parchment Paper			100 pcs. (3-11)	100 pcs. (4-22)			**200 pcs.**
RJ 45	10 pcs. (1-23)						**10 pcs.**
Switch Hub (8 ports)	1 unit (1-23)						**1 unit**
UTP Cable (CAT 5)	50 meters (1-25)						**50 meters**
Worx	200 pcs. (1-25)						**200 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Computer Information System Office

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper	2 rms.(1-29)						2 rms.
Epson Ink (black)		1 bot. (2-19)					1 bot.
Epson Ink (cyan)		1 bot. (2-19)					)
Epson Ink (magenta)		1 bot. (2-19)					)
Epson Ink (yellow)		1 bot. (2-19)					**4 bots.**
Paint Brush	1 pc. (1-16)						1 pc.
Softbroom		1 pc. (2-19)					1 pc.
Tissue Paper	1 roll(1-16)						1 roll

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

2019

Budget Office

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Bondpaper (long)	1 rm. (7-29)						1 rm.
Bondpaper	1 rm. (7-29)						1 rm.

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

Accounting Office

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Staple Remover				1 pc. (4-30)			**1 pc.**
Trashcan					1 pc. (5-2)		**1 pc.**

Prepared by:

MARITES J. ALOTA
Supply Officer

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BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Accounting Office

2019

Item Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	TOTAL
Bondpaper (short)			1 rm.(9-13)				**1 rm.**
Bondpaper (long)			1 rm.(9-13)				**1 rm.+5=5 rms.**
Filer Box	1 pc. (7-27)						**1 pc.**

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

Accounting Office

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)	5 rms. (1-3)		3 rms. (3-11)	2 rms. (4-23)			**10 rms.**
			5 rms. (3-12)				**5 rms.**
Bondpaper (A4)				1 rm. (4-23)	4 rms. (5-2)		**5 rms.**
Bondpaper (short)	3 rms. (1-31)						**3 rms.**
Calculator				1 pc. (4-30)			**1 pc.**
Correction Pen				3 pcs. (4-30)			**3 pcs.**
Dustpan					1 pc. (5-2)		**1 pc.**
Elmer's Glue				1 bot. (4-30)			**1 bot.**
Folder (long)	10 pcs. (1-4)		4 pcs. (3-20)	100 pcs. (4-30)			**114 pcs.**
Puncher (big)				1 pc. (4-30)			**1 pc.**
Signing Pen (Mygel) -black				6 pcs. (4-30)			**6 pcs.**
Signing Pen (Mygel) - blue				6 pcs. (4-30)			**6 pcs. =12 pcs.**
Softbrooms					1 pc. (5-2)		**1 pc.**

Prepared by:

MARITES J. ALOTA
Supply Officer

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BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

RESEARCH OFFICE

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Mygel Signing Pen				5 pcs. (4-25)			**5 pcs.**
Parchment Paper (short)			100 pcs. (3-11)	100 pcs. (4-22)			**200 pcs.**
Photo Frame	1pc. (1-29)						**1 pc.**
Ribbons			30 meters(3-11)				**30 meters**
RJ 45	10 pcs. (1-23)						**10 pcs.**
Switch Hub(8 ports)	1 unit (1-23)						**1 unit**
Tarpaulin			1 pc.3X4 (3-11) 5 pcs. 2x3 (3-11)				**1 pc.** **5 pcs.**
UTP Cable 50 meters(CAT5)	50 meters (1-25)						**50 meters**
Works							
Worx	100 pcs. (1-29) 200 pcs. (1-25) 200 pcs. (3-11)						100 pcs. **200 pcs.** **200 pcs. = 500 pcs.**

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

RESEARCH OFFICE

Item Description	Jul-19	Aug-19	Sept. 2019	Oct-19	Nov. 2019	Dec. 2019	TOTAL
Epson Ink (black)		1 bot. (8-9)					1 bot.
Epson Ink (cyan)		1 bot. (8-9)					1 bot.
Epson Ink (magenta)		1 bot. (8-9)					1 bot.
Epson Ink (yellow)		1 bot. (8-9)					**1 bot.=4+ 10=14 bots.**
Parchment Paper (short)	150 pcs. (7-19)						**150 pcs.**
Specialty Paper	100 pcs. (7-4)						**100 pcs.**

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

2019

RESEARCH OFFICE

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Bondpaper (long)	2 rms. (1-29)		10 reams (3-11)	3 reams (4-25)			15 reams
				5 reams (3-11)			**5 reams = 20 reams**
Bondpaper (short)	2 reams (1-8)			3 reams (4-25)			5 reams
	2 reams (1-29)						**2 reams = 7 ream s**
Certificate Holder			15 pcs. (3-11)				**15 pcs.**
Correction Pen				3 pcs. (4-25)			**3 pcs.**
Cutter				1 pc. (4-25)			**1 pc.**
Elmer's Glue				1 bot. (4-25)			**1 bot.**
Epson Ink (black)	1 bot. (1-29)		3 bots.				4 bots.
Epson Ink (cyan)	1 bot. (1-29)		1 bot.				2 bots.
Epson Ink (magenta)	1 bot. (1-29)		1 bot.				2 bots.
Epson Ink (yellow)	1 bot. (1-29)		1 bot.				**2 bots.= 10 bots.**
Flashdrive (8gb)	1 pc. (1-23)						**1 pc.**
Glossy Paper			6 packs (3-11)				**6 packs**

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Institute of Arts and Sciences

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Paper Fastener	1 box (1-23)						1 box
Parchment Paper						5 pks((6-13)	5 pks.
Pentel Pen Marker				2 pcs. (4-29)			2 pcs.
Scissor				1 pc.(4-29)			1 pc.
Stabilo (yellow)	1 pc.(1-23)						1 pc.
Staple Wire No. 35				1 box (4-29)			1 box
Stapler						2 pcs.(6-13)	2 pcs.
Whiteboard Marker(black)	1pc.(1-17)	48 pcs,(2-11)					49 pcs.
Whiteboard Marker Refill Ink	5 pcs.(1-17)			2 bots.(4-29)			7 bots.yn

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Institute of Arts and Science

2019

Item Description	Jul-19	Aug-19	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	TOTAL
Alcohol		3 bots. (8-2)					3 bots.
Ballpen (Pilot-black)		54 pcs.((8-2)					54 pcs.
Ballpen (Pilot-blue)		54 pcs.((8-2)					54 pcs.
Ballpen (Pilot-red)		54 pcs.((8-2)					54 pcs.
Bondpaper (long)		10 rms(8-2)					**10 rms.(113)**
Bondpaper (short)		10 rms(8-2)					10 rms.)
		1 rm. (8-5)					**1 rm.) (11)**
Chalk		10 boxes(8-2)					10 boxes
Class Record		54 pcs(8-2)					54 pcs.
Colored Folder(long)		100 pcs.(8-2)					100 pcs.
Colored Folder (short)		25pcs.(8-2)					**25 pcs.(48 pcs)**
Correction Pen		4 pcs.(8-2)					**4 pcs.(19 pcs.)**
Epson Ink (black)		5 bots (8-2)					5 bots
Epson Ink (cyan)		5 bots.(8-2)					5 bots.
Epson Ink (magenta)		5 bots(8-2)					**5 bots (24 bts.)**
Eraser		25 pcs.(8-2)					25 pcs.
Filer Box		6 pcs. (8-2)					**6 pcs.(9 pcs.)**
Filer Tray		2 pcs. (8-2)					2 pcs.
Logbook		2 pcs. (8-2)					2 pcs.
Paper Clip		2 boxes(8-2)					2 boxes
Paper Fastener		5 boxes (8-2)					**5 boxes (6 boxes)**

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

UTILIZATION REPORT

Institute of Arts and Sciences

2019

Item Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
Ballpen (Pilot-blue)	5 pcs. (1-23)						5pcs.
Ballpen (Pilot-black)							
Ballpen (Sign Pen)				15 pcs. (4-29)			15 pcs.
Bondpaper	15 rms. (1-17)						15 reams
	1 ream(1-28)	1 ream (2-14)					2 reams
	5 rms(1-23)		20 rms. (3-11)	16 rms.(4-29)		5 rms. (6-13)	46 rms.
	1 rm. (1-28)		22 rms (3-8)				23 rms.
	17 rms. (1-17)						**17 rms.(103)**
Brown Envelope		1 pc. (2-4)					1 pc.
Class Record				15 pcs.(4-29)			15 pcs.
Colored Folders	20 pcs. (1-17)	3 pcs. (2-4)					23 pcs.
Correction Pen				15pcs.(4-29)			15pcs.
Elmer's Glue				1 bot. (4-29)			1 bot.
Epson Ink (black)	4 bots. (1-17)		1 bot (3-11)	1 bot (4-29)		2 bots.(6-13)	8 bots.
Epson Ink (cyan)	2 bots.(1-17)						2 bots.
Epson Ink (magenta)	2 bots.(1-17)						2 bots.
Epson Ink (yellow)	2 bots.(1-17)						2 bots.
Epson Ink (black)	2 bots. (1-23)		1 bot.(3-11)			2 bots.(6-27)	**5 bots.(10 bots.)**
Filer Box				3 pcs.(3-29)			3 pcs.
Kodak Battery				2 sets			2 sets
Logbook	1 pc.(1-23)						1 pc.

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

roperty Management Office

2019

m Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
: No. 35					2 boxes(5-2)		**2 boxes**
	1 pc. (1-21)						**1 pc.**
black)		1 bot. (2-6)					**1 bot.**
cyan)		1 bot. (2-6)					**1 bot.**
magenta)		1 bot. (2-6)					**1 bot.**
yellow)		1 bot. (2-6)					**1 bot.**
ers	10 pcs. (1-17)				20 pcs. (5-17)		**30 pcs.**
er			1 roll (3-5)				**1 roll**

y:

MARITES J. ALOTA
Supply Officer

Approved by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance

GOV. ALFONSO D. TAN COLLEGE

Supply & Property Management Office

UTILIZATION REPORT

'roperty Management Office

2019

ɛm Description	Jan. 2019	Feb. 2019	Mar-19	Apr-19	May-19	Jun-19	TOTAL
ıer					1 bot. (5-2)		1 bot.
ɔt					12 pcs. (5-17)		12 pcs.
s					1 box (5-14)		1 box
(long)		1 rm. (2-4)	1 rm. (4-29)				2 rms.
		7 rms. (2-6)	2 rms. (5-2)				9 rms.
		1 pc. (2-8)	2 rms. (3-21)				2 rms. =13 rms.
Holder		31 pcs. (2-6)					31 pcs.
g)		1 pc. (2-8)	4 pcs. (3-22)				5 pcs.
ırt)		10 pcs. (2-11)					10 pcs.
		14 pcs. (2-8)					14 pcs. =24 pcs.
					1 pc. (500 pages)(5-17)		1 pc.
Paper		20 pcs. (2-6)					20 pcs.
aper		20 pcs. (2-6)					20 pcs.

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	Quantity/Amount		REMARKS
Lim Ho Chuan Seng #31015					
Lavatory Faucets	Oct. 30, 2019	pcs.	3	350x8=2,800.00	delivered
Vulcaseal	Oct. 30, 2019	liter	1	650.00	delivered
Union Joint 1/2	Oct. 30, 2019	pcs.	7	168X7=1,176.00	delivered
Tee Joint G.I. 1/2	Oct. 30, 2019	pcs.	8	55X8=440	delivered
Paint Brush No. 3	Oct. 30, 2019	pcs.	4	75x4=300	delivered
Roller Brush No. 7	Oct. 30, 2019	sets	4	180x4=720	delivered
Rubgy	Oct. 30, 2019	gal.	1	680	delivered
Latex Paint White in Pail	Oct. 30, 2019	pails	6	2,600x6=15,600.00	delivered
Urinal Fitting 1/2	Oct. 30, 2019	units	6	1,316x6=7,896	delivered
Bidet	Oct. 30, 2019	pcs.	8	1,316x8=10,528	delivered
Lim Ho Chuan Seng #30898					
Chess Mat	Oct. 30, 2019	pcs.	7	885x7=6,195	delivered
Basketball Ball Leather	Oct. 30, 2019	pc.	1	3,850.00	delivered
Volleyball Ball Leather	Oct. 30, 2019	pcs.	2	3,850x2=7,700	delivered

Prepared by:

MARITES J. ALOTA
Supply Officer

Approved:

BELLAFLOR E. FERNANDEZ
VP for Administration & Finance

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.		REMARKS
Lim Ho Chuan Seng #30873-300874-Sports Equipts.					
Softball Balls Wilson(Damarini)	Oct. 13, 2019	pcs.	2	1,092x2=2,184.00	delivered
Leg Guards' -Rawliing	Oct. 13, 2019	pc.	1	890.00	delivered
Chest/Body Protector -Rawlings	Oct. 13, 2019	pcs.	1	1,890.00	delivered
Lawn Tennis Net	Oct. 13, 2019	pc.	1	480	delivered
Lim Ho Chuan Seng #30881					
Basketball Balls Molten-Leather)	Oct. 17, 2019	pcs.	3	3,850.00x3=11,550.00	delivered
Volleyball Balls (Leather)	Oct. 17, 2019	pcs.	2	3,850x2=7,700.00	delivered
Shuttle Cock (kwago power)10/1	Oct. 17, 2019	tube	1	780.00	delivered
Batter's Helmet	Oct. 17, 2019	pc.	1	2,500.00	delivered
Catcher's Helmet	Oct. 17, 2019	pc.	1	2,500.00	delivered
Chess Mat	Oct. 17, 2019	pc.	1	885.00	delivered
Chess Clock	Oct. 17, 2019	pc.	1	480	delivered
Lim Ho Chuan Seng #31015					
Teflon Tape	Oct. 30, 2019	pcs.	25	35x25=875.00	delivered

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.		REMARKS
Lim Ho Chuan Seng #30875					
Polo Shirts	OCT. 13, 2019	pcs.	9	590x9=5,310.00	delivered
Notebook Plain Green (40 leaves)	OCT. 13, 2019	pcs.	60	25x60=1,500.00	delivered
Frame Short	OCT. 13, 2019	pcs.	6	100x6=600.00	delivered
Token (350 ml.)	OCT. 13, 2019	pcs.	6	280x6=1,280.00	delivered
Parchment Paper (short) 10/1	OCT. 13, 2019	packs	2	75x2=150.00	delivered
Lim Ho Chuan Seng #30873-300874-Sports Equipts.					
Basketball Balls (spalding)molten g7x	Oct. 13, 2019	pcs.	4	3,850x4=15,400.00	delilvered
Basketball Net	Oct. 13, 2019	pcs.	2	250x2=500.00	delilvered
Stopwatch Countdown /Up	Oct. 13, 2019	pcs.	2	780x2=1,560.00	delilvered
Volleyball Balls Mikasa Leather	Oct. 13, 2019	pcs.	4	3,850x5=15,400.00	delilvered
Volleyball Net	Oct. 13, 2019	pcs.	2	780x2=1,560.00	delilvered
Sepak Takraw Balls	Oct. 13, 2019	pcs.	3	680x3=2,040.00	delilvered
Sepak Takraw Net	Oct. 13, 2019	pc.	1	480.00	delilvered
Badminton Net	Oct. 13, 2019	pcs.	2	480x2=960.00	delilvered
Lawn Tennis Balls 3/1 Dunlop	Oct. 13, 2019	tube	1	770.00DE	delilvered
Table Tennis Balls	Oct. 13, 2019	pcs.	6	85x6=510.00	delilvered
Table Tennis Net	Oct. 13, 2019	pcs.	2	395x2=790.00	delivered

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.		REMARKS
Lim Ho Chuan Seng #30811 -30816-30827					
Drill Bit #3/16 (steel)	Sept. 23, 2019	pcs.	4	12X4=480.00	delivered
Preon #22	Sept. 23, 2019	kilos	13	9,800.00	delivered
Capacitor 30UF+3UF/450 UAC	Sept. 23, 2019	pcs.	2	1,200X2,400.00	delivered
Lim Ho Chuan Seng #30843					
Flower Pots	Sept. 26, 2019	pcs.	61	150X61=9,150.00	delivered
Large Lever File Folder	Sept. 26, 2019	pcs.	95	480x95=45,600.00	delivered
Lim Ho Chuan Seng #30866 (Students'Publication)					
Polo Shirt (white) with Printing	Oct. 8, 2019	pcs.	4	590x4=2,360.00	delivered
Envelope with Holder (long)	Oct. 8, 2019	pcs.	60	150x60=900.00	delivered
Ballpen Pilot Black	Oct. 8, 2019	pcs.	60	30x60=1,800.00	delivered
Pencil Mongol #2	Oct. 8, 2019	pcs.	60	7.50x60=450.00	delivered
Permanent Marker Black Pilot	Oct. 8, 2019	pcs.	3	3X40=120.00	delivered
US Bondpaper (long)	Oct. 8, 2019	reams	3	250x3=750.00	delivered
Paper Bags (for Speaker) Formal	Oct. 8, 2019	pcs.	6	180x6=1,080.00	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.		REMARKS
Lim Ho Chuan Seng #30811 -30816-30827					
Converter (VGA) HDMI	Sept. 23, 2019	unit	1	750.00	delivered
Liquid Wax 4/1	Sept. 23, 2019	boxes	40	2,720x40=10,880.00	delivered /red 3 only
Hand Sanitizer	Sept. 23, 2019	bots.	5	50x5= 750.00	delivered
Mop Heads	Sept. 23, 2019	pcs.	20	60x10=1,200.00	delivered
Mop Handle	Sept. 23, 2019	pcs.	10	210x10=2,100.00	delivered
Paste Wax (4/1)white	Sept. 23, 2019	boxes	2	1,520x23,040.00	delivered
Epson Ink (yellow)	Sept. 23, 2019	bots.	20	600x20=12,000.00	delivered
Downy (Yen-Yen) 4/1	Sept. 23, 2019	boxes	2	1,600x2=3,200.00	delivered
THHN No. 12	Sept. 23, 2019	box	1	6,000.00	delivered
Flourescent Tube (T8) daylight 18W	Sept. 23, 2019	pcs.	20	420x20=8,400.00	delivered
Electrical Tape	Sept. 23, 2019	pcs.	20	40x20=800.00	delivered
LED BULB 9 watts	Sept. 23, 2019	pcs.	40	250x40=10,000.00	delivered
Flat Cord Wire #16	Sept. 23, 2019	roll	1	3,850.00	delivered
Surface Tube Outlet	Sept. 23, 2019	pcs.	2	150x2=300.00	delivered
Plier (combination line mans plier)	Sept. 23, 2019	pcs.	2	480x2=960.00	delivered
Plier (long nose)	Sept. 23, 2019	pcs.	2	480x2=960.00	delivered
Screw Driver #18	Sept. 23, 2019	pcs.	2	250x2=500.00	delivered
Clamp Meter (Sanwa)	Sept. 23, 2019	pc.	1	3850.00	delivered
Drill Bit 3/16 (concrete)	Sept. 23, 2019	pcs.	4	120x4= 480.00	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.		REMARKS
Western Digital Hard Disk (1tb) Seagate	8-Aug-19	units	3	305 x4= 1,220	delivered
Epson Ink (003)	8-Aug-19	sets	2		delivered
NEAN'S PHARMACY					
Amoxicillin (500 mg)	22-Aug-19	boxes	4	305 x4= 1,220.00	delivered
Captopril	22-Aug-19	boxes	5	250x5= 1,250.00	delivered
Carbocestine (500 mg.)	22-Aug-19	boxes	5	250x5= 1,250.00	delivered
Cefalexin (500 mg.)	22-Aug-19	boxes	5	475x5=2,375.00	delivered
Citirizine (100 mg.)	22-Aug-19	box	1	1x205=205.00	delivered
Mefenamic Capsule (500 mg.)	22-Aug-19	boxes	5	215x5=1,075.00	delivered
Salbutamol Nebule	22-Aug-19	box	1	550x1=550.00	delivered
Lim Ho Chuan Seng #30618 (Accreditatio)					
Computer	Sept. 3, 2019	set	1		
Core i3 mouse 14" Screen					
16gb Memory, 2 TB Hard Disk	Sept. 3, 2019	set	1		delivered

Tangub City GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.	REMARKS
Lim Ho Chuan Seng				
Hard Disk Drive	29-May-19	units	5	delivered
Lim Ho Chuan Seng #				
Clear Book Refill (long)	3-Jun-19	packs	400	delivered
NEAN'S PHARMACY #1360				
Biogesic Tablets (500 mg.)	19-Jun-19	boxes	3	delivered
Lim Ho Chuan Seng # 30418-30417-30419				
Laptop (Acer) Core i3 14 gb , 1tb, HDD,	8-Aug-19	unit	1	delivered
	SN #: NXEPUSP0017340BZ497600			
Computer				
Qmd Processor, Motherboard Asus Intex				
ATX Casing with Keyboard & Power Supply 500 gb				
15.6" LED Monitor, UPS	8-Aug-19	sets	3	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.	REMARKS
NEAN'S PHARMACY #1354				
Advil Cap	29-May-19	boxes	2	delivered
Band-Aid	29-May-19	boxes	2	delivered
Biogesic (500 mg.)	29-May-19	boxes	5	delivered
Decolsin Cap (500 mg.)	29-May-19	boxes	3	delivered
Kremil-S	29-May-19	boxes	3	delivered
Dolfenal (500 mg.)	29-May-19	boxes	5	delivered
Salbutamol Nebule	29-May-19	boxes	4	delivered
White Flower	29-May-19	box	1	delivered
Sterile Gauze	29-May-19	boxes	10	delivered
Lim Ho Chuan Seng (#30048)				
Computer AMD Processor	SN #: MMFC055 0028160090F3F00			
1 motherboard ASU ATX	SN #: MMFCQSS0028160179F3E00			
Casing with Keyboard & Power Supply 500 gb				
Monitor, UPS	29-May-19	sets	2	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY/Amt.	REMARKS
NEAN'S PHARMACY #1352				
Amoxicillin (500 mg.)	29-May-19	pcs.	400	delivered
Captopril (250 mg.) 100/1	29-May-19	pcs.	500	delivered
Carbocestine (500 mg.)	29-May-19	boxes	5	delivered
Cepalexin ((500 mg.)	29-May-19	boxes	5	delivered
Citirizine (10 mg.) tablets	29-May-19	box	1	delivered
Mefenamic (500 mg.)	29-May-19	box	5	delivered
Salbutamol Nebule	29-May-19	box	1	delivered
NEAN'S PHARMACY #12756				
Lyzol	29-May-19	gal	1	delivered
Betadine	29-May-19	gal.	1	delivered
Thermometer (digital)	29-May-19	pcs.	10	delivered
BP Apparatus	29-May-19	pcs.	5	delivered
Face Mask 50/1	29-May-19	boxes	2	delivered
Examination Gloves	29-May-19	boxes	10	delivered
Glucometer	29-May-19	set	1	delivered
Plaster (Hypoalergenic)	29-May-19	boxes	5	delivered

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	U N I T	Q U A N T I T Y/Amt.	REMARKS
Lim Ho Chuan Seng # 29811				
Ballpen Pilot Black	9-May-19	pcs.	336	delivered
Ballpen Pilot Blue	9-May-19	pcs.	157	delivered
Band-aid	9-May-19	boxes	3	delivered
Battery AAA (2/1)	9-May-19	sets	8	delivered
Garbage Black Bags (200/1)	9-May-19	packs	14	delivered
Certificate Holder (8.5x13)	9-May-19	pcs.	50	delivered
Class Records	9-May-19	pcs.	299	delivered
Energizer Battery	9-May-19	pcs.	6	delivered
Epson Ink (black)	9-May-19	bots.	49	delivered
Flashdrive (32gb)	9-May-19	pcs.	10	delivered
Hard Disk Drive (500 gb)	9-May-19	pcs.	3	delivered
Parchment Paper (long) 10/1	9-May-19	packs	40	delivered
Pentel Pen Black	9-May-19	pcs.	20	delivered
OAS #023527				
Pressure Tank (80 gals.)	21-May-19	unit	1 (P27,250.000	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Lim Ho Chuan Seng #29804				
Epson Ink (yellow)	9-May-19	bot.	1	delivered
Epson Ink (magenta)	9-May-19	bot.	1	delivered
Lim Ho Chuan Seng #29807 (Job. Specification)				
Epson Ink (black)	9-May-19	bot.	4	delivered
Epson Ink (cyan)	9-May-19	bot.	1	delivered
Speciality Paper (10/1)	9-May-19	packs	6	delivered
Certificate Jacket	9-May-19	pcs.	40	delivered
Plastic File Bag	9-May-19	pcs.	600	delivered
Ballpen (black)	9-May-19	pcs.	600	delivered
Lim Ho Chuan Seng # 29812				
Stapler No. 35	9-May-19	pcs.	58	delivered
Sticker Paper	9-May-19	pcs.	50	delivered
UTP Cable Cat 6x300 mm	9-May-19	roll	1	delivered
Wallclock	9-May-19	pcs.	2	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Lim Ho Chuan Seng #29775				
Alcohol (500 ml.)	6-May-19	bots.	23	delivered
Zonrox	6-May-19	gals.	17	delivered
Intel Pentium Processor 8th. Ofn				
- motherboard H310				
- 4 gb DDR4				
- ATX Casing w/ P.S.				
- DVD writer				
- 500 Gb H.D. regate				
- 18.5 " Led Monitor LG				
- AVR				
- Keyboard and Mouse				
- Speakers				
- UPS 650 VA Secore				
Computer Printer Brother DCP - T310	6-May-19	unit	1	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Liquid Wax	Apr. 16, 2019	gals	25	delivered
Cutter (big)	Apr. 16, 2019	pcs.	17	delivered
Door Knob (kwikset)	Apr. 16, 2019	pcs.	2	delivered
Downy (Yen-yen)	Apr. 16, 2019	gals.	28	delivered
Dustpan	Apr. 16, 2019	pcs.	5	delivered
PS ROX # 1339				
Air Freshener (280 ml./can)	Apr. 23, 2019	cans	4	delivered
Battery (AAA) 2/1	Apr. 23, 2019	packs	9	delivered
Clip Backfold 25 mm.	Apr. 23, 2019	boxes	4	delivered
Epson Ink (Cyan) 664	Apr. 23, 2019	bots.	49	delivered
Epson Ink (black) 704	Apr. 23, 2019	bots.	14	delivered
Bondpaper Long (legal Size)	Apr. 23, 2019	reams	695	delivered
staple Wire No. 35	Apr. 23, 2019	boxes	30	delivered
Tape Dispenser	Apr. 23, 2019	pcs.	5	delivered
Masking Tape No. 2	Apr. 23, 2019	rolls	10	delivered
Lim Ho Chuan Seng # 29483 (Critics Fee Fund)				
Tarpaulin (5x7)	Apr. 29, 2019	pcs.	2	

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Zim Glass Cleaner (50 ml.)	Apr. 16, 2019	bots.	11	delivered
Lim Ho Chuan Seng # 29927				
Baby Roller Brush	Apr. 16, 2019	pcs.	4	delivered
Binder Paper Clips (32 mm)12/1	Apr. 16, 2019	boxes	4	delivered
Binding Tapes	Apr. 16, 2019	rolls	3	delivered
Garbage Black Bags(200/1)	Apr. 16, 2019	packs	11	delivered
Blackboard Eraser	Apr. 16, 2019	pcs.	100	delivered
US Bondpaper (A-4)	Apr. 16, 2019	reams	10	delivered
Lim Ho Chuan Seng # 29528				
Cartolina Skyblue	Apr. 16, 2019	pcs.	40	delivered
Cartolina White	Apr. 16, 2019	pcs.	40	delivered
Cartolina Yellow	Apr. 16, 2019	pcs.	15	delivered
Chalk (dustless)	Apr. 16, 2019	boxes	15	delivered
Chalk Dustless (colored)	Apr. 16, 2019	boxes	6	delivered
Common Nails (1& 1/2)	Apr. 16, 2019	kilos	2	delivered
Correction Pen	Apr. 16, 2019	pcs.	100	delivered
Cru Dutch Colorless Wax	Apr. 16, 2019	gals.	5	delivered

Tangub City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Soap Powder (Pride)	Apr. 16, 2019	kilos	5	delivered
Puncher (big)	Apr. 16, 2019	pcs.	7	delivered
Pushpins	Apr. 16, 2019	pcs.	37	delivered
Ring Binder Strip 1/4	Apr. 16, 2019	pcs.	25	delivered
Ring Binder Strip 1	Apr. 16, 2019	pcs.	25	delivered
Pentel Pen (black)	Apr. 16, 2019	pcs.	16	delivered
Lim Ho Chuan Seng #29529				
Columnar Book (5/6 cols.)	Apr. 16, 2019	pcs.	4	delivered
Columnar Book 21/24 cols.	Apr. 16, 2019	pcs.	2	delivered
Chalkboard Eraser	Apr. 16, 2019	pcs.	5	delivered
Paper Fastener (Plastic)	Apr. 16, 2019	boxes	50	delivered
File Tray	Apr. 16, 2019	pcs.	9	delivered
Filer Boxes	Apr. 16, 2019	pcs.	8	delivered
Finishing Nails	Apr. 16, 2019	kilos	2	delivered
T5 18w Led	Apr. 16, 2019	pcs.	25	delivered
US Folder Long	Apr. 16, 2019	pcs.	2,300	delivered
Glue Gun (big)	Apr. 16, 2019	pcs.	8	delivered
Glue Sticks (big)	Apr. 16, 2019	pcs.	80	delivered
Led Buld (12/11 watts)	Apr. 16, 2019	pcs.	2	delivered

Tanauan City
GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	U N I T	Q U A N T I T Y	REMARKS
Lim Ho Chuan Seng #29331				
Scissors (big)	Apr. 16, 2019	pcs.	200	delivered
Signing Pen (Mygel) black & blue	Apr. 16, 2019	pcs.	200	delivered
Softbrooms	Apr. 16, 2019	pcs.	50	delivered
Staple Remover	Apr. 16, 2019	pcs.	5	delivered
Teflon Tape	Apr. 16, 2019	rolls	15	delivered
Thumbtacks	Apr. 16, 2019	boxes	5	delivered
Toilet Papers	Apr. 16, 2019	rolls	32	delivered
Trashcan (big)	Apr. 16, 2019	pcs.	10	delivered
Water Faucets	Apr. 16, 2019	pcs.	20	delivered
Paint Well Coat	Apr. 16, 2019	gals.	3	delivered
Whiteboard Ink Refill	Apr. 16, 2019	bots.	51	delivered
Mouse (wireless)	Apr. 16, 2019	pcs.	2	delivered
Handwash Soap	Apr. 16, 2019	bots.	3	delivered
Logbooks (500 pages)	Apr. 16, 2019	pcs.	50	delivered
Tiolet Bowl Cleaner	Apr. 16, 2019	bots.	5	delivered
Nylon (#200)	Apr. 16, 2019	kilos	2	delivered
Padlock(medium	Apr. 16, 2019	pcs.	5	delivered
Paint White	Apr. 16, 2019	gals.	3	delivered
Pentel Pen Ink Refill	Apr. 16, 2019	bots.	8	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Lim Ho Chuan Seng #27967				
Garbage Black Bags (200/1)	Jan. 22, 2019	packs	4	delivered
Lim Ho Chuan Seng #27683				
Photo Frame (8x4x11)	Feb. 2, 2019	pcs.	3	delivered
Lim Ho Chuan Seng #28049				
Single Filer Box	Feb. 21, 2019	pcs.	31	delivered
Lim Ho Chuan Seng #28300				
Stapler with Remover	Mar. 13, 2019	pcs.	2	delivered
Lim Ho Chuan Seng #29194 Critics Fee Fund				
Certificate Jacket Holder (short)	Apr. 1, 2019	pcs.	200	delivered
Specialty Papeer (short)	Apr. 1, 2019	pcs.	200	delivered

GOV. ALFONSO D. TAN COLLEGE

SUPPLY AND PROPERTY MANAGEMENT OFFICE

DELIVERY REPORT

2019

Items & Description	Date Delivered	UNIT	QUANTITY	REMARKS
Lim Ho Chuan Seng#28804 for Accreditation				
Bondpaper (long) US	Jan. 17, 2019	reams	60	delivered
Puncher (big)	Jan. 17, 2019	pcs.	2	delivered
In & Out Tray	Jan. 17, 2019	pcs.	2	delivered
Single Filer Box	Jan. 17, 2019	pcs.	30	delivered
Lim Ho Chuan Seng #27970 for Accreditation				
Water Dispenser	Jan. 22, 2019	unit	1	delivered
Epson Printer 3 in 1	Jan. 22, 2019	unit	1	delivered
Lim Ho Chuan Seng #27958				
Computer AMD	Jan. 22, 2019	uni	1	delivered
class screen LG 55/22 46B Mem0ry DOR 4				
500 gb HarddiskATX casing with PSU Jumbo Fan				
bryboard mouse ms pad, AVR, headset w/ mic.				
& UPS				

Gov. Alfonso D. Tan College
SUPPLY AND PROPERTY MANAGEMENT OFFICE
Telephone No: 2545646546
Email Address: madam_alota@yahoo.com

ACCOMPLISHMENT REPORT

JANUARY 2019 - OCTOBER, 2019

OBJECTIVES	PROGRAMS/PROJECTS	ACTIVITIES	TARGETS/OUTPUTS	TIMELINE	STATUS & GAPS	PERSON RESPONSIBLE
To safeguard various properties inside the premises	Proper Inventory and Disposal System	Preparation of inventory disposal schedule. New inventory program implemented	Compliance of the New Inventory Implemented	Jan.-Oct. 2019	Accomplished	MARITES J. ALOTA LILIA C. GONGOB
Request of Supplies	Requisition of Supplies	Submission of the said Program	Full Implementation	Jan.-Oct. 2019	Accomplished	MARITES J. ALOTA LILIA C. GONGOB
Safekeeping of all Memorandum Receipts	Issuance of Memorandum Receipts	Renewal of Memoran-dum Receipts	Full Implementation	Once a Year	Accomplished	MARITES J. ALOTA LILIA C. GONGOB
Request of Equipments	Requision of Equipments	Submission of the request	Full Implementation	As needed	Accomplished	MARITES J. ALOTA LILIA C. GONGOB
Delivery Report	Updated Report of Supplies	Accounts all the delivered supplies	Complied	Jan.-Oct., 2019	Accomplished	MARITES J. ALOTA

Gov. Alfonso D. Tan College
SUPPLY AND PROPERTY MANAGEMENT OFFICE
Telephone No: 2545646546
Email Address: madam_alota@ yahoo. com

ACCOMPLISHMENT REPORT

JANUARY 2019 - OCTOBER, 2019

OBJECTIVES	PROGRAMS/PROJECTS	ACTIVITIES	TARGETS/OUTPUTS	TIMELINE	STATUS & GAPS	PERSON RESPONSIBLE
Utilization Report	Check the release supplies by Institute & Dept.	Submission of the Report	Complied	Jan.-Oct. 2019	Accomplished	Marites J. Alota
Updated Supplies	Record the remaining supplies	Submission of the Report	Complied	Jan.-Oct. 2019	Accomplished	Marites J. Alota

Prepared by:

MARITES J. ALOTA
Head, Supply & Property Management Office

Noted by:

BELLAFLOR E. FERNANDEZ
VP for Administration and Finance