

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
SUPPLY & PROPERTY MANAGEMENT

INSPECTION & ACCEPTANCE REPORT

| | |
|---|---------------------------------|
| Supplier: N. N. ALCALA STORE | IAR No: 25-12-1464 |
| P.O No.: PO-GF-MOOE-2025-10-0820 | Date: 2025-12-11 |
| Office/Dept: DRM | 19,500.00 GF-2025-08-01028 |

| No. | UNIT | DESCRIPTION | Quantity | | Date Received | Balance | Remarks |
|-----|------|--|----------|--------|---------------------------|---------|-----------|
| | | | Per P.O | Actual | | | |
| 1 | unit | Office Chair High Back Swivel Mesh Computer Comfort Reclining with Headrest & footrest | 1 | 1 | 2025-11-26 #: DR 10116 | 0 | Completed |

Specification:

?STABLE & BREATHABLE
?OMAX high backrest mesh office chair has an integrated contoured backframe with built-in neck support.
?ERGONOMIC DESIGN
?The seat height adjust ranges from 16" to a 19.5".
?Built-in lumbar cushion support your lower back and enhances the natural curve of your spine
?SOLID & DURABLE
?Offers nylon five-star heavy-duty base and smooth rolling silenced casters covered with soft PU
?OVERALL DIMENSIONS
?Chair size: 23.6" x 23.6" x 43.7"-47.6" (L x W x H)
?Seat height adjust: 16"-20"
?Seat Area: 18.5" x 20.5"
?Backrest area: 15 x 27.5"
?assembly required

| | | | | | | | |
|---|----|--|---|---|---------------------------|---|-----------|
| 2 | pc | Office Table with steel legs and drawers | 1 | 1 | 2025-12-10 #: DR 10126 | 0 | Completed |
|---|----|--|---|---|---------------------------|---|-----------|

Specification:

Table: 120 cm x 60 cm, MDF with Bullnose Edge;
Height: 75 cm;
Drawers: 1 center drawer with lock; 3 side drawers (steel);
Legs: steel;
Color: White.

INSPECTION

ACCEPTANCE

ate Inspected:

12-11-25

Date Recieved:


12/11/25

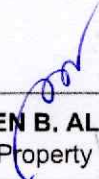
☒ Inspected, verified and found in order
as to quantity and specifications

☐ Others: _____

☒ Complete

☐ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management