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Fund Cluster: _____

Office/Section : _____		PR No.: 2025-06-01		Date: 04-June-25	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	BALLPEN, black	250		
	piece	BALLPEN, blue	100		
	piece	BALLPEN, red	150		
	pack	BATTERY, dry cell, size AA, 2 pieces per blister pack	2		
	pack	BATTERY, dry cell, size AAA, 4 pieces per blister pack	8		
	piece	CALCULATOR, compact, 12 digits	2		
	box	CLIP, BACKFOLD 19mm	15		
	box	CLIP, BACKFOLD 25mm	20		
	box	CLIP, BACKFOLD 32mm	20		
	piece	CORRECTION TAPE, film base type, 6m min	40		
	box	DATA FILE BOX, with closed ends, no cover	25		
	piece	DATA FOLDER, Archfile made of chipboard, taglia lock, 2", vertical	10		
	box	ENVELOPE, EXPANDING, KRAFTBOARD, for Legal size doc	1		
	piece	ERASER, plastic/rubber	10		
	box	FASTENER, Plastic, 70mm between prongs	20		
	piece	FOLDER, PRESSBOARD, Blue, size: 240mm x 370mm (-5mm)	150		
	piece	FOLDER, PRESSBOARD, Green, size: 240mm x 370mm (-5mm)	70		
	piece	FOLDER, White 8.5x13 inc	200		
	bottle	GLUE, all purpose, gross weight: 200 grams min	15		
	set	MARKER, FLOURESCENT, 4 assorted colors per set	20		
	piece	MARKER, Permanent, bullet type, black	10		
	piece	MARKER, Permanent, bullet type, blue	10		
	piece	MARKER, Permanent, bullet type, red	10		
	piece	MARKER, Whiteboard, black	3		
	piece	MARKER, Whiteboard, red	3		
	ream	PAPER, Colored, 8.5x13, light yellow/ blue	10		
	ream	PAPER, Multi-purpose (COPY) A4, 70 gsm	90		
	ream	PAPER, Multi-purpose (COPY) Legal, 70 gsm	65		
	ream	PAPER, Newsprint, 8.5x13	30		
	piece	PENCIL SHARPENER, Manual, Table Mountable Type, Single cutter-head	3		
	box	PAPER CLIP, vinyl/plastic coated, 33mm min	15		
	box	PENCIL, lead/graphite, with eraser	3		
	pack	PHOTO PAPER- Glossy, 210 GSM, 20's	5		
	piece	PUNCHER, paper, heavy duty, with two hole guide	2		
	book	RECORD BOOK, 500 Pages, size 214mm x 278mm min	10		
	box	RUBBER BAND, 70mm min lay flat length (#18)	10		
	piece	RULER, plastic	10		
	pair	SCISSORS, symmetrical/asymmetrical	3		
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	60		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	50		
	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	50		
	bottle	STAMP PAD INK, purple or violet, 30ml (min.)	2		
	box	STAPLE WIRE, 26/6mm (#35)	20		
	piece	STAPLER, standard type	3		
	pack	STICKER PAPER, A4, 10's	3		
	pad	NOTE PAD, stick-on, 3x3	20		
	pad	NOTE PAD, stick-on, 3x4	20		
	piece	TAPE DISPENSER, table top, for 24mm width tape	4		
	roll	TAPE, DOUBLE ADHESIVE, width: 24mm (±1mm)	15		
	roll	TAPE, MASKING, width: 48mm (±2mm)	10		
	roll	TAPE, PACKAGING, width: 48mm (±2mm)	10		
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	20		
	roll	TAPE, TRANSPARENT, width: 48mm (±2mm)	20		
	piece	TRAY, In-Out, 2 Layers	2		
			TOTAL		91,500.00

Purpose: **For the official use of Consular Office Antique**

Requested by:

Signature :

Printed Name : **GISELE ANNE C. CABAUBAO**

Designation : **Property Officer**

Approved by:

Signature :

Printed Name : **MYDEE D. HOMENA**

Designation : **Acting Head of Consular Office**