



SUPPLY AND PROPERTY MANAGEMENT OFFICE

Lakandula St., at the back of Albert Hall, U.P. Diliman, Quezon City
Tel. Nos. 981-8500 loc. 4576 to 77, 4580 to 4582, 4589

UPD SPMO CENTRAL STOREROOM AVAILABLE STOCKS

As of January 9, 2023

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	8	P96.20
CALCULATOR, Compact	unit	4	P266.24
pack	pack	24	P83.72
CLEARBOOK, 20 transparent pockets, A4	piece	9	P32.91
CLEARBOOK, 20 transparent pockets, legal	piece	6	P36.36
DOCUMENT CAMERA, 8 MP	unit	4	P23,623.60
ELECTRIC FAN, stand type	unit	11	P856.86
ENVELOPE, Documentary, legal, 500 pieces per box	box	3	P980.72
ENVELOPE, Expanding, Kraft, 100 pieces per box	box	7	P738.40
ERASER, felt, for blackboard/whiteboard	piece	37	P11.41
ERASER, plastic/ rubber	piece	2	P4.47
FASTENER, metal, non-sharp edges, 50 sets per box	box	8	P94.64
FLASH DRIVE, 16GB	piece	22	P166.40
FOLDER with tab, legal, 100 pieces per pack	pack	49	P333.26
FOLDER, L-type, A4, 50 pieces per pack	pack	31	P187.54
FORM - CERTIFICATE OF SERVICE	pad	150	P32.32
FORM - DAILY TIME RECORD	pad	133	P32.25
FORM - REIMBURSEMENT RECEIPT (RER)	pad	82	P29.72
FORM - SUPPLIES LEDGER CARD	pad	513	P3.15
GLOVES, Latex	box	8	P678.88
(RA 9184)	book	2	P37.21
INK, for stamp pad, 50mL	bottle	28	P28.91
KN95 MASKS	box	64	P888.80
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	3	P75.61
MARKER, Flourescent, 3 colors per set	set	160	P36.66
MARKER, Permanent, Black	piece	159	P7.47
MARKER, Permanent, Blue	piece	149	P7.47
MARKER, Permanent, Red	piece	3	P7.47
MARKER, Whiteboard, Blue	piece	51	P9.65
MOUSE, OPTICAL, USB connection type	unit	10	P149.76
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	4	P52.00
NOTEBOOK, stenographer	piece	19	P12.04
PAD PAPER, ruled	pad	12	P30.68
PAPER, MULTICOPY A4, 500 sheets per ream	ream	1367	P165.65
PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	133	P189.18
PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	13	P137.74
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	148	P158.91
PROTECTIVE SAFETY GOGGLES	piece	3	P156.00
RECORD BOOK, 300 PAGES	book	5	P62.40
RUBBER BAND No. 18, 350g	box	22	P135.20

RULER, plastic, 450 mm	<i>piece</i>	19	₱16.64
SIGN PEN, Black, liquid or gel	<i>piece</i>	275	₱22.20
SIGN PEN, Blue, liquid or gel	<i>piece</i>	264	₱22.20
SIGN PEN, Red, liquid or gel	<i>piece</i>	299	₱22.20
STAMP PAD, felt	<i>piece</i>	36	₱39.92
STAPLE REMOVER, plier type	<i>piece</i>	26	₱27.87
STAPLE WIRE, heavy duty (binder type), 23/13	<i>box</i>	44	₱22.55
STAPLE WIRE, standard	<i>box</i>	84	₱23.76
STAPLER, heavy duty (binder type), desktop	<i>unit</i>	7	₱888.16
STAPLER, standard type	<i>piece</i>	19	₱145.60
TAPE DISPENSER, table top	<i>piece</i>	4	₱72.80
TONER CARTRIDGE, HP CE411A, (HP305), Cyan	<i>cart</i>	2	₱6,011.20
TWINE, plastic	<i>roll</i>	18	₱66.62
WRAPPING PAPER, kraft, 50 sheets per pack	<i>pack</i>	5	₱161.20

This posting is valid on January 9, 2023 ONLY.

***List of available supplies as of January 9, 2023.**

****This is a computer-generated document and it does not require signature.**

*****Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.**