

**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  
STATEMENT OF NON-AVAILABILITY OF STOCKS**

As of April 2, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE
AIR FRESHENER, AEROSOL	bottle	Not Available
ALCOHOL, ETHYL, scented, 500 ml.	bottle	Not Available
BATTERY, AA, DRY CELL, 2PCS/PACK	pack	Not Available
BROOM, TAMBO	piece	Not Available
CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL	piece	Not Available
CLIP BACKFOLD-19MM, 12 PCS./BOX	box	Not Available
CLIP BACKFOLD-25MM, 12 PCS./BOX	box	Not Available
CLIP BACKFOLD-32MM, 12 PCS./BOX	box	Not Available
CLIP BACKFOLD-50MM, 12 PCS./BOX	box	Not Available
CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL	piece	Not Available
CORRECTION TAPE	piece	Not Available
CUTTER KNIFE, for general purpose	piece	Not Available
DATA FOLDER, made of chipboard, taglia lock	piece	Not Available
DATA FILE BOX, made of chipboard	piece	Not Available
DIGITAL VOICE RECORDER	piece	Not Available
DISINFECTANT SPRAY, AEROSOL TYPE	can	Not Available
FILE ORGANIZER	piece	Not Available
FILE TAB DIVIDER, A4 SIZE	set	Not Available
FOLDER, WITH TAB, LEGAL SIZE	piece	Not Available
ERASER, PLASTIC/RUBBER FOR PENCIL	piece	Not Available
FORM-STUDENT RECORD JACKET	piece	Not Available
FURNITURE CLEANER, AEROSOL, 300ML	can	Not Available
INSECTICIDE	can	Not Available
INDEX TAB, SELF-ADHESIVE, TRANSPARENT	box	Not Available
GLUE, ALL PURPOSE	bottle	Not Available
LIGHT BULB, LED, 7 WATTS	piece	Not Available
LINEAR TUBE, LED, FLUORESCENT, 18 WATTS	piece	Not Available
NOTEPAD, STICK-ON, 2 X 3	pad	Not Available
NOTEPAD, STICK-ON, 3 X 4	pad	Not Available
PAPER, MULTI-PURPOSE, 70 GSM, LEGAL	ream	Not Available
PEN PERMANENT MARKING-BLACK	piece	Not Available
PEN PERMANENT MARKING-BLUE	piece	Not Available
RUBBER BAND, #18	box	Not Available
PUNCHER, PAPER, 2 HOLES	piece	Not Available
SCISSORS	pair	Not Available
SIGN PEN, BLACK	piece	Not Available
SIGN PEN, BLUE	piece	Not Available
SIGN PEN, RED	piece	Not Available
STAPLE REMOVER, PLIER TYPE	piece	Not Available
STAPLER, STANDARD TYPE	piece	Not Available
TAPE DISPENSER, TABLE TOP FOR 24MM	pack	Not Available
TRASHBAG 10 PCS/ROLL	piece	Not Available
TWINE, PLASTIC	piece	Not Available
WASTEBASKET, PLASTIC, NON-RIGID	piece	Not Available

*\*This posting is valid within fifteen (15) days upon the date of issuance; Items indicated above are currently not available at the UP Diliman SPMO Central Storeroom and may be procured at the Procurement Service, if available, otherwise, it may be procured through other sources in accordance with 2016 IRR of RA 9134.*

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

SNAS as of April 2, 2020