



## 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 May 10, 2022

| ITEM/DESCRIPTION                          | UNIT      | AVAILABLE BALANCE | UNIT COST |
|---|-----------|-------------------|-----------|
| BATTERY, dry Cell, size D                 | pack      | 47                | 96.20     |
| BROOM, soft, tambo                        | piece     | 1                 | 136.24    |
| CALCULATOR, compact                       | unit      | 58                | 266.24    |
| CARBON FILM, A4                           | box       | 8                 | 221.00    |
| CARTOLINA, assorted colors                | pack      | 100               | 83.72     |
| CHALK, white enamel                       | box       | 38                | 32.97     |
| DISPOSABLE GLOVES, LATEX                  | box       | 8                 | 678.88    |
| DOCUMENT CAMERA, 8 MP                     | unit      | 9                 | #####     |
| ELECTRIC FAN, industrial, ground type     | unit      | 29                | 1,109.68  |
| ELECTRIC FAN, stand type                  | unit      | 2                 | 856.86    |
| ENVELOPE, expanding, kraft, legal         | box       | 51                | 738.40    |
| ENVELOPE, expanding, plastic              | piece     | 131               | 30.49     |
| ERASER, FELT, for blackboard/whiteboard   | piece     | 532               | 11.41     |
| ERASER, plastic/rubber                    | piece     | 352               | 4.47      |
| FACE SHIELD, direct splash protection     | piece     | 626               | 45.00     |
| FILE ORGANIZER, expanding, plastic, legal | piece     | 35                | 85.20     |
| FOLDER, L-type, legal                     | pack      | 184               | 238.57    |
| FORM - CERTIFICATE OF SERVICE             | pad       | 576               | 28.57     |
| FORM - DAILY TIME RECORD                  | pad       | 493               | 32.25     |
| FORM - REIMBURSEMENT EXPENSE RECEIPT      | pad       | 325               | 29.72     |
| FORM - SUPPLIES LEDGER CARD               | piece     | 1,740             | 3.15      |
| FURNITURE CLEANER, aerosol type           | can       | 198               | 120.12    |
| HANDBOOK (RA 9184), 8th edition           | book      | 2                 | 37.21     |
| INK, for stamp pad                        | bottle    | 57                | 28.91     |
| KN95 FACE MASK                            | pack (10) | 89                | 888.80    |
| MARKER, permanent, black, bullet type     | piece     | 674               | 7.47      |
| MARKER, permanent, blue, bullet type      | piece     | 608               | 7.47      |
| MARKER, permanent, red, bullet type       | piece     | 509               | 7.47      |
| MULTIMEDIA PROJECTOR                      | unit      | 4                 | #####     |

**This posting is valid on May 10, 2022 ONLY.**

**\*List of available supplies as of May 10, 2022. Quantity of items varies throughout the day**

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

**\*\*\*Some items may not be included because of our implementation of the pilot testing for our CSE door-to-door logistics**