



## 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 July 6, 2022

| ITEM/DESCRIPTION                        | UNIT      | AVAILABLE BALANCE | UNIT COST |
|---|-----------|-------------------|-----------|
| BATTERY, dry Cell, size AAA             | pack      | 151               | 18.34     |
| BATTERY, dry Cell, size D               | pack      | 33                | 96.20     |
| CALCULATOR, compact                     | unit      | 32                | 266.24    |
| CARBON FILM, A4                         | box       | 6                 | 221.00    |
| CARTOLINA, assorted colors              | pack      | 94                | 83.72     |
| CHALK, white enamel                     | box       | 38                | 32.97     |
| CORRECTION TAPE, 8m                     | piece     | 215               | 11.53     |
| DOCUMENT CAMERA, 8 MP                   | unit      | 9                 | 23,623.60 |
| ELECTRIC FAN, industrial, ground type   | unit      | 15                | 1,109.68  |
| ELECTRIC FAN, stand type                | unit      | 19                | 856.86    |
| ENVELOPE, expanding, kraft, legal       | box       | 4                 | 738.40    |
| ERASER, FELT, for blackboard/whiteboard | piece     | 461               | 11.41     |
| ERASER, plastic/rubber                  | piece     | 210               | 4.47      |
| FACE SHIELD, direct splash protection   | piece     | 626               | 45.00     |
| FLASH DRIVE, 16 GB                      | piece     | 57                | 166.40    |
| FOLDER, with tab, A4                    | pack      | 2                 | 279.00    |
| FORM - CERTIFICATE OF SERVICE           | pad       | 576               | 28.57     |
| FORM - DAILY TIME RECORD                | pad       | 483               | 32.63     |
| FORM - REIMBURSEMENT EXPENSE RECEIPT    | pad       | 325               | 29.72     |
| FORM - SUPPLIES LEDGER CARD             | piece     | 1,740             | 3.15      |
| FURNITURE CLEANER, aerosol type         | can       | 93                | 120.12    |
| GLUE, all purpose                       | jar       | 23                | 70.72     |
| HEAD COVER, disposable                  | piece     | 1                 | 2.60      |
| KN95 FACE MASK                          | pack (10) | 79                | 888.80    |
| MULTIMEDIA PROJECTOR                    | unit      | 4                 | 16,588.00 |
| PAD PAPER, ruled                        | pad       | 21                | 21.53     |
| PAPER, Multi-Purpose, A4, 70 gsm        | reams     | 892               | 137.74    |
| PAPER, MULTICOPY, A4, 80 gsm            | reams     | 157               | 136.66    |
| PROTECTIVE SAFETY GOGGLES               | piece     | 3                 | 156.00    |
| RULER, plastic, 450mm                   | piece     | 1                 | 16.64     |
| SCISSORS, symmetrical                   | pair      | 84                | 33.37     |
| STAPLE REMOVER, plier type              | piece     | 58                | 27.87     |
| STAPLE WIRE, standard                   | box       | 103               | 23.76     |
| TAPE, transparent, 24mm                 | roll      | 88                | 11.18     |
| THERMAL SCANNER, Viewtech with Tripod   | piece     | 12                | 4,990.00  |

|                              |              |            |                 |
|------------------------------|--------------|------------|-----------------|
| <b>THERMOGUN</b>             | <b>piece</b> | <b>1</b>   | <b>2,532.40</b> |
| <b>TRASHBAG, plastic</b>     | <b>roll</b>  | <b>208</b> | <b>144.04</b>   |
| <b>TWINE, plastic</b>        | <b>roll</b>  | <b>206</b> | <b>66.62</b>    |
| <b>WRAPPING PAPER, kraft</b> | <b>pack</b>  | <b>37</b>  | <b>161.20</b>   |

**This posting is valid on July 6, 2022 ONLY.**

**\*List of available supplies as of July 6, 2022. Quantity of items varies throughout the day**

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

**\*\*\*Some items may not appear in your list in the CSE portal because of our implementation of the pilot testing for our CSE door-to-door logistics**