



January 10, 2022

**MEMORANDUM**

**FOR : The Regional Executive Director**  
**THRU : The Assistant Regional Director for Management Services**  
**FROM : The OIC - PENR Officer**  
**SUBJECT : SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF INVENTORIES – OFFICE SUPPLIES**

Submitted herewith is the Report on the Physical Count of Inventories – Office Supplies as of December 31, 2021.

For information and record.

  
**IMELDA M. DIAZ**

REPORT ON THE PHYSICAL COUNT OF INVENTORIES

OFFICE SUPPLIES  
(Type of Inventory Item)  
As of December 31, 2021

Fund Cluste 101

For which Nilo L. Alcobber, Administrative Officer I (Supply Officer I), DENR PENRO Marinduque is accountable, having assumed such accountability on February 9, 2016.

Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per	On Hand Per	Shortage/Overage		Remarks
					Card (Quantity)	Count (Quantity)	Quantity	Value	
	Acetate, Thickness: 0.075 mm	OS - 007	roll		1				
	Air Freshener, aerosol, 280ml	OS - 008	can		10				
	Ballpen, oil gel ink (black)	OS - 177	pc		195				
	Battery, dry cell, D, 1.5V, alkaline	OS - 004	pc		20				
	Bond Paper, 80gsm, A4	OS - 054	ream		39				
	Bond Paper, 80gsm, Long	OS - 055	ream		34				
	Cartolina, asst colors	OS - 012	pack		6				
	CD - RW 24 x 80 min 700mb	OS - 172	pc		8				
	Certificate Holder	OS - 193	pc		30				
	Cleaner, Toilet Bowl and Urinal	OS - 092	btl		12				
	Clearbook, 20 transparent pockets, for A4 size	OS - 013	pc		5				
	Clearbook, 20 transparent pockets, for Legal size	OS - 014	pc		5				
	Clip, Backfold, all metal, clamping: 25mm (-1mm)	OS - 016	box		2				
	Clip, Backfold, all metal, clamping: 25mm (-1mm)	OS - 017	box		4				
	Clip, Backfold, all metal, clamping: 50mm (-1mm)	OS - 018	box		1				
	Correction Tape, film base type, UL 6m min	OS - 019	pc		51				
	Cutter Knife	OS - 082	pc		4				
	Envelope, Expanding, Kraftboard, for Legal size do	OS - 024	box		3				
	File Organizer, expanding, plastic, 12 pockets	OS - 029	pc		8				
	Flash Drive, 64 Gb capacity	OS - 137	pc		1				
	Folder, Fancy, for A4 size document	OS - 030	pack		10				
	Folder, L-Type, plastic, for A4 size document	OS - 032	pack		10				
	Folder, L-Type, plastic, for Legal size document	OS - 033	pack		10				
	Index Tab, self-adhesive, transparent	OS - 038	pc		5				
	Ink, Cart, Epson, 003 Black	OS - 131	btl		16				

REPORT ON THE PHYSICAL COUNT OF INVENTORIES  
OFFICE SUPPLIES  
(Type of Inventory Item)  
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Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per	On Hand Per	Shortage/Overage		Remarks
					Card (Quantity)	Count (Quantity)	Quantity	Value	
Ink, Cart, Epson, 003 Cyan		OS - 132	btl		9				
Ink, Cart, Epson, 003 Magenta		OS - 133	btl		9				
Ink, Cart, Epson, 003 Yellow		OS - 134	btl		9				
Ink, Cart, Epson, 664 Black		OS - 116	btl		26				
Ink, Cart, HP Officejet Ink 932XL Black		OS - 173	cart		5				
Ink, Cart, HP Officejet Ink 933XL Cyan		OS - 174	cart		2				
Ink, Cart, HP Officejet Ink 933XL Magenta		OS - 175	cart		2				
Ink, Cart, HP Officejet Ink 933XL Yellow		OS - 176	cart		2				
Light Bulb, LED, 6 watts, 1pc in individual box		OS - 144	pc		15				
Marker, Permanent, bullet type Black		OS - 044	pc		3				
Notepad, Stick on, 2"x3"		OS - 048	pad		13				
Notepad, Stick on, 3"x3"		OS - 049	pad		12				
Notepad, Stick on, 4"x3"		OS - 050	pad		22				
Paper, Parchment		OS - 058	box		10				
Philippine National Flag		OS - 060	pc		1				
Photopaper		OS - 125	pack		4				
Post It Flag Sign here		OS - 138	pack		10				
Rags		OS - 101	kilo		1				
Rubber Band, 70mm min lay flat		OS - 064	box		2				
Sign Pen, Black, liquid/ gel ink, 0.5mm		OS - 066	pc		96				
Specialty Paper (colored) A4		OS - 190	pack		10				
Specialty Paper Legal		OS - 191	pack		19				
Specialty Paper letter		OS - 192	pack		20				
Staple Remover, Plier type		OS - 088	pc		2				
Staple Wire, Standard, 26/6		OS - 072	box		19				



REPORT ON THE PHYSICAL COUNT OF INVENTORIES

OFFICE SUPPLIES

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Article	Description	Stock Number	Unit of Measure	Unit Value	Balance Per	On Hand Per	Shortage/Overage		Remarks
					Card (Quantity)	Count (Quantity)	Quantity	Value	
	Tape, Masking, width: 48mm Toner mp2501 Twine, Plastic	OS - 074 OS - 159 OS - 072	pc pc pc		9				
					15				
					2				

Prepared by:

Certified Correct by:

Approved by:

Verified by:

  
NILO L. ALCOBER

  
ANIBAL M. FELICIANO

  
IMELDA M. DIAZ

Administrative Officer I (Supply Officer I)

In - Charge, Office of the Management Services  
Division

OIC - PENRO

Signature over Printed Name of COA  
Representative