

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE SANGGUNIANG KABATAAN
BARANGAY MATANDANG BALARA
DISTRICT III, QUEZON CITY

SUPPLIES INVENTORY LIST
As of JANUARY, 2023

SK BARANGAY MATANDANG BALARA
Name of Office/Department

274,950.24
Supplies and Materials Approved Budget for 2023

297,490.24
Supplies and Materials Approved Budget

NO. OF COMPUTER: 0
NO. OF PRINTER: 0

NO. OF PRINTER: 0

CODE	DESCRIPTION	UNIT	QUANTITY					BALANCE		
			PPMP		RECEIVED FROM		CONSUMED	PER CARD	ON HAND	
			PREVIOUS 2021	CURRENT 2022	GENERAL STOCK	DIRECT PURCHASE				
OFFICE SUPPLIES										
OF001	Bond paper long	Ream	0	80	0	80	80		0	
OF002	Bond paper short	Ream	0	80	0	80	80		0	
OF003	Record book 350pg	Pcs	0	50	0	50	50		0	
OF004	Record book 500pg	Pcs	0	50	0	50	50		0	
OF005	Brown envelope long	Pcs	0	500	0	500	500		0	
OF006	Brown envelope short	Pcs	0	500	0	500	500		0	
OF007	Folder long	Pcs	0	500	0	500	500		0	
OF008	Folder short	Pcs	0	500	0	500	500		0	
OF009	Hard folder (binder)	Pcs	0	16	0	16	16		0	
OF010	Stapler	Pcs	0	2	2	2	2		0	
OF011	Stapler wire	Box	0	5	0	5	5		0	
OF012	Marker	Pcs	0	10	0	10	10		0	
OF013	Paper clip	Box	0	1	0	1	1		0	

Prepared by:

JOHN RYO A. OLAIVAR
SK Treasurer

noted by:

LELAME C. CAPARAS
SK Chairwoman

Office of the City Auditor Quezon City	
RECEIVED	
By: <u>Mom</u>	
Date: <u>8-15-2023</u>	
Time: <u></u>	
RECORDS	



PLANTILLA OF SK PERSONNEL, FY 2023
Barangay Matandang Balara
District 3, Quezon City
Metro Manila



Item Number (1)	Position Title (2)	Name of Incumbent (3)	Current Year 2022	Budget Year 2023		Increase/ Decrease (5) - (4)
			Annual Rate (4)	Annual Rate (5)	Monthly Rate (6)	
1	Sk Kagawad	Caire Ann Samiento		Php 180,000.00	Php 15,000.00	-
2	Sk Kagawad	Leonardo Arojo		Php 180,000.00	Php 15,000.00	-
3	Sk Kagawad	John Marlo Belmonte		Php 180,000.00	Php 15,000.00	-
4	Sk Kagawad	Vacant		Php 180,000.00	Php 15,000.00	-
5	Sk Kagawad	Tony Rose Balinda		Php 180,000.00	Php 15,000.00	-
6	Sk Kagawad	Emie Lagrosas		Php 180,000.00	Php 15,000.00	-
7	Sk Kagawad	Kisha Mae Lucero		Php 180,000.00	Php 15,000.00	-
8	SK Treasurer	John Ryo Olalvar		Php 180,000.00	Php 15,000.00	-
9	SK Secretary	Renz Danielle M Venturanza		Php 180,000.00	Php 15,000.00	-
		TOTAL	-	php 1,620,000.00	Php 135,000.00	-

Prepared by:

John Ryo Olalvar
SK Treasurer

Approved by:

Edanie C. Caparas
SK Chairman

REVIEWED PURSUANT TO THE PROVISIONS OF REPUBLIC ACT NO. 7890 BY AUTHORITY OF THE QUEZON CITY BUDGET DEPARTMENT	
MARIAN C. ORAYANI CITY BUDGET OFFICER	
REVIEW LETTER DATED: <u>8/16/23</u>	



Republic of the Philippines
BARANGAY MATANDANG BALARA
 DISTRICT III, QUEZON CITY
 INVENTORY OF MOVABLE ASSETS

as of January, 2023

LELANIE C. CAPARAS
 Name of Accountable Officer



SK CHAIRPERSON
 Designation

Office of the City Auditor
 Quezon City
RECEIVED
 By: *Meng*
 Date: *8-15-2024*
 Time: _____
RECORDS

SK BARANGAY MATANDANG BALARA
 Name of Office / Department

SOURCE OF FUND: SK FUND

Date Acquired	Article	Description	PN#	PROJECT NUMOCR	MODE OF ACQUISITION	FUND CODE	Unit	Unit Cost	BALANCE PER CARD	ON HAND PER COUNT	TOTAL VALUE	SHORT		OVER		Remarks		
									(Quantity)	(Quantity)		QTY.	VALUE	QTY.	VALUE			
FURNITURES AND FIXTURES																		
11/1/2020	CONFERENCE TABLE				PUBLIC BIDDING		unit	25,000.00		1	25,000.00					SK OFFICE		
11/1/2020	EXECUTIVE CHAIR				PUBLIC BIDDING		unit	11,000.00		10	110,000.00					SK OFFICE		
11/1/2020	SOFA				PUBLIC BIDDING		unit	15,000.00		1	15,000.00					SK OFFICE		
11/1/2020	FILING CABINET				PUBLIC BIDDING		unit	20,000.00		2	40,000.00					SK OFFICE		
11/1/2020	OFFICE TABLE				PUBLIC BIDDING		unit	6,000.00		2	12,000.00					SK OFFICE		
11/1/2020	DIVIDER				PUBLIC BIDDING		unit	58,000.00		1	58,000.00					SK OFFICE		
Subtotal:										17	260,000.00							