



OFFICE OF STUDENT AFFAIRS

Inventory of OSA Physical Facilities, Equipment, and Supplies and Materials

A. Physical Facilities

Facility	Quantity	Description / Remarks
OSA Director's Office	1	Private office with desk, chairs, and file cabinets
Staff Office / Working Area	1	Shared space with workstations for staff
Student Lounge	1	Space for student consultation and meetings
Conference Room	1	Equipped with long table, chairs, and projector
Records Storage Room	1	Secured room with lockable filing cabinets
Waiting Area	1	With chairs and bulletin boards for announcements

B. Office Equipment

Equipment	Quantity	Description / Remarks
Desktop Computers	4	Used by OSA staff for daily operations
Laptop	1	For OSA Director
Printer / Scanner / Copier	2	Multi-function devices
LCD Projector	1	For presentations and student events
Wi-Fi Router	1	For internet connectivity
Telephone Unit	2	Landline phones for internal and external communication
Wall Clock	2	Located in the office and lounge
Electric Fans	3	Stand and desk type
Air Conditioner	2	Installed in Director's Office and Staff Office
External Hard Drive	2	For backup of student records and documents

C. Furniture and Fixtures

Item	Quantity	Description / Remarks
Office Tables	4	For staff workstations
Office Chairs	8	Ergonomic chairs for staff
Visitor Chairs	10	Located in lounge and waiting area
Filing Cabinets	5	Lockable drawers for confidential records
Bookshelves	3	For student manuals, references, and reports
Bulletin Boards	3	For posting student-related announcements
Whiteboard	2	Installed in conference and staff rooms



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D. Office Supplies and Materials

Item	Quantity	Description / Remarks
Bond Paper (A4)	10 reams	For printing and documentation
Folders (Long/Short)	100 pcs	For student records and correspondence
Ballpens	50 pcs	Assorted colors
Staplers & Staples	5 units	With spare boxes of staples
Notebooks / Writing Pads	20 pcs	For note-taking and reports
Paper Clips	10 boxes	Small and large sizes
Envelopes (Brown/White)	200 pcs	Various sizes
Sticky Notes	15 pads	For reminders and memos
Highlighters / Markers	10 pcs	Assorted colors
Scissors / Cutter	5 pcs	General office use
Tape (Masking/Scotch/Packaging)	15 rolls	Various uses
Alcohol / Disinfectant	5 bottles	For sanitation
First Aid Kit	1 set	Emergency use

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