



## **A.7 INVENTORY OF PHYSICAL FACILITIES, EQUIPMENT, SUPPLIES AND MATERIALS FOR THE SSP**



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 board for announcements

**B. Office Equipment**

Equipment	Quantity	Description / Remarks
Desktop Computers	2	Used by OSA staff for daily operations
Laptop	4	For OSA Director, Head & Staff
Printer / Scanner / Copier	5	Multi-function devices
LCD Projector	2	For presentations and student events
TV	1	For presentations and student events
Wi-Fi Router	1	For internet connectivity
Wall Clock	2	Located in the office and lounge
Electric Fans	5	Stand type
Air Conditioner		Installed in Director's Office and Staff Office
External Hard Drive	5	For backup of student records and documents

**C. Furniture and Fixtures**

Item	Quantity	Description / Remarks
Office Tables	8	For staff workstations
Office Chairs	8	Ergonomic chairs for staff
Visitor Chairs	10	Located in lounge and waiting area
Filing Cabinets	8	Lockable drawers for confidential records
Bookshelves	3	For student manuals, references, and reports
Bulletin Boards	2	For posting student-related announcements
Whiteboard	1	Installed in conference and staff rooms




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Kabacan, Cotabato

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**D. Office Supplies and Materials**

Item	Quantity	Description / Remarks
Bond Paper (A4)	reams	For printing and documentation
Bond Paper (Long)	reams	For printing and documentation
Folders (Long/Short)	100 pcs	For student records and correspondence
Brown Envelop (Long)	150 pcs	For student records and correspondence
Ballpens	30 pcs	Assorted colors
Staplers & Staples	5 units	With spare boxes of staples
Notebooks / Writing Pads	20 pcs	For note-taking and reports
Paper Clips	20 boxes	Small and large sizes
Envelopes (White)	200 pcs	Various sizes
Sticky Notes	20 pads	For reminders and memos
Highlighters / Markers	20 pcs	Assorted colors
Scissors	2 pcs	General office use
Tape (Masking/Scotch/Packaging)	15 rolls	Various uses
Alcohol / Disinfectant	10 bottles	For sanitation
First Aid Kit	1 set	Emergency use

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