

MISCONDUCT REPORT

DATE: Feb 13, 2024

TO: HRD

FROM: Jessa Khari E. Masquedra

NAME OF ERRING EMPLOYEE: Elsa Canono

DEPARTMENT ASSIGNED: Div. Purchasing

INFRACTION: Negligence

DETAILS: Wrong entry of item code. She wrote item 158093 instead of 158037
no 158037 instead of 158090, refer
JSM- P477502 dated 11-25-23.

VIOLATION NO. 1st offense in wrong
OFFENSE NO.: entry of item code.

Jem
DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jessa Khari E. Masquedra

DATE: Feb. 13, 2024

SUBJ: Credit Memo

Good Day!

Please allow us to adjust this
purchase invoice no. JSM-P477502 dated
11-25-23.

Wrong entry of item code.

Entered 158093 instead of 158037 and
158037 instead of 158090.

Thank you.

Jem

THE POWERGLOW MERCHANDISE

Unit G-4 Chinatown Steel Tower #531 Asuncion Street, San Nicolas, Manila

Tel. No. (02)244-3144, (02)244-3152 Fax (02)247-4497

272

PG1

Purchase Order No.

Supplier Code

ALTURAS TALIBON

No. 82403

DATE 10/20/2023

M ALTURAS BOHOL

ADDRESS : 2013 JOSE ABAD SANTOS BET. TAYUMAN & YUSECO, TONDO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
157526	12PC	23-8#48 57-2 SCREW #0815 8寸 螺丝刀+ (20X12) (078741) 240PC (078741) 157526	29.00	348.00
158104	12PC	23-8#48 54-5 SCREW #0828 6寸 螺丝刀(+ -) 578653 (20X12) 240PC (578653) 158104	27.50	330.00
157603	12PC	22-3#9 47-10 SCREW #0828 8寸 螺丝刀(+ -) 20x12 (578654) 240PC (578654) 157603	31.00	372.00
155804	12PC Set 2	23-4#18 53-10 PLIERS+SCREW DRIVER# 8802 钳子螺丝刀(4X27) 747419 108PC (747419) 155804	54.00	648.00
158100	12PC	22-3#9 45-10 SCREW #0828 4寸 螺丝刀(+ -) 578652 (20X12) 240PC (578652) 158100	25.00	300.00
158103	12PC	6-22#32 63-5 SCREW #0828 8寸 螺丝刀- (578654) 240PC- ((578654)) 158103	30.00	360.00
158093	12PC	22-6#30 73-3 SCREW #388 BLACK TRANSPA 4"黑白透明开刀(+ -) 078736 360PC (078736) 158093	34.00	408.00
157604	12PC	22-4#17 56-3 SCREW #388 BLACK TRANSPA 4"黑白透明螺丝刀- (078736) 360PC ((078736)) 157604	34.00	408.00
158091	12PC	22-4#17 57-3 SCREW #388 BLACK TRANSPA 6" 黑白透明螺丝刀(- -) (078737) 360PC ((078737)) 158091	36.00	432.00
158092	12PC	22-4#17 58-3 SCREW #388 BLACK TRANSPA 8" 黑白透明螺丝刀+ - (078738) 360PC ((078738)) 158037	39.00	468.00
158092	12PC	22-6#30 75-3 SCREW #388 BLACK TRANSPA 6"黑白透明开刀+ - 078737 360PC (078737) 158092	36.00	432.00
154525	12PC Set 4	22-4#17 55-3 SCREW #388 BLACK TRANSPA 8"黑白透明开刀- 078738 360PC (078738) 158090	39.00	468.00
158096	12PC	22-8#39 52-5 SCREW #802 4PC 电脑批黄色柄 (12X50) 017319/- 203107 600PC (017319/- 203107) 200-4 154525	24.00	288.00
158094	12PC	21-9#66 46-5 SCREW 6" #805 螺丝刀+ (20X12) 254272 24 (254272) 158096	20.00	240.00
158094	12PC	23-8#48 51-2 SCREW RED/WHITE TRANSPA 510 4" 红白柄半用螺丝刀(11) 20X12 (058884) 240PC (058884) 158094	14.00	168.00

TOTAL 5,670.00

Prepared by: Jovils

Checked by: NDK

Delivered by: JNN

RECEIVED IN:

CONTENTS NOT CHECK / NOT ITEMIZED

BY:

DATE:

SRR #: SysDR# 82403

Received the above items in good order and condition

RICARDO S. PUNONGBAY

Signature

posted P.O

879

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice**PURCH. INVOICE # : TSM-P477562**

Page 1

Vendor's Code S8312 THE POWER GLOW MERCHAN
Payment Terms 60DAYS
Place of Payment
Inv. Discount 0.00

RR # / Ref #: TSM-P767595 / 82403.,
Order No. SMGM00486408
Posting Date 11/25/23
Due Date 01/24/24

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Faci
158093	388 XITELI SCREW DRIVER BLACK TRANS 4+			12	PCS	39.00	468.00		0.00	468.00	34.82	
158037	388 XITELI SCREW DRIVER BLACK TRANS 8+			12	PCS	39.00	468.00		0.00	468.00	34.82	

*** NOTHING FOLLOWS ***

Gross Amount	936.00	Inv. Discount Amount	0.00	12% VAT	100.29
Line Discount Amount	0.00	Total PHP Incl. VAT	936.00	Total PHP Excl. VAT	835.71
Running Discount	0% ,0% ,0% ,0% ,0%				

Prepared by:**Checked by:****Approved by:**

Merian Rogoy

Run Time: 2:09:23 PM**Run Date:** 02/13/24