

MISCONDUCT REPORT

DATE: Jan. 20, 2024
TO: HRD
FROM: Jessa Khari E. Masqueda
NAME OF ERRING EMPLOYEE: Mark Anthony Perjan
DEPARTMENT ASSIGNED: M.I.S. Group

INFRACTION: Negligence

DETAILS: Wrong entry of quantity on item 173692. Entered 2 case instead of 1 case, refer BSM-P225736 dated 1-20-24

VIOLATION NO.:

OFFENSE NO.:

entered 1/20/24

MASQUEDA JESSA KHARI E.
DEPARTMENT SUPERVISOR

ALTO SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: /AD /IT
FROM: Jessa Khari E. Masqueda
DATE: Jan. 20, 2024
SUBJ: Adjustment /Reprint

Good day!

Please allow us to adjust this purchase credit memo no. BSM-P225736 dated 1-20-24. Wrong entry of quantity on item 173692. Entered 2 case instead of 1 case.

Printer error - mis-ungot ang papel.

ATLSM - PCM000000013 dated 1-20-24.

Thank you. Jem

ALTURAS GROUP OF COMPANIES
ALTURAS SUPERMARKET-TALIBON BRANCH
Poblacion, Talibon, Bohol

00039969

Control No: _____

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: 5350

Supplier's Name: Republic Biscuit Corp.

Date: 01/20/24

Item No.	Barcode	Description	Qty	Unit	Unit Cost	Total Amount	Reason/Remark
107829	4800092110511	Hansel Milk sandwich Cream 3log	2	Case		2,107.46	Expire
173692	4800092112904	Hansel Sandwich 3log Flavor Bunch	1	Case		2,107.46	//

Prepared by:

Heron Bantilan
Name: Heron Bantilan
Date: 01/20/24

Approved by:

[Signature]
Name: Jesnel D.
Date: 01/20/24

Received by:

[Signature]
Name: [Signature]
Date: [Signature]

Checked by:

[Signature]
Name: Bong A.
Date: 01/19/24

ALTURAS SUPERMARKET CORPORATION

ALTURAS MALL - TALIBON

Bohacion 6325 Talibon Bohol Philippines
 No. xdescription
 Tel No 038 411 4115 Fax 038 411 3556

VAT REG. TIN: 000-254-327-00002

REPUBLIC BISCUIT CORPORATION

M' MARICEL VILLANUEVA:

TEL#(02) 937-4434 TO 37 MANILA

FAX#501-8870;501-8096 TAGBILARAN

Pay-to Vendor No. S3800

Unit	Direct Unit	All VAT	Amount
Quantities	Cost	Identifi	
Page 1			
January 20, 2024	Total PTP Incl. VAT		4,214.92
Purchase CM No. >	ATLSM-PCM0000000013		
12% VAT			451.60
Posting Date	01/20/24		
Prices Including VAT	Yes		
Vendor Cr. Memo #:	BO-0039969		

No.	xdescription	Unit	Direct Unit	All VAT	Amount
		Quantities	Cost	In Identifi	
10/829	HANSEL MILK SANDWICH 40/10s	2CAS	2,107.46	Yes VAT12	4,214.92

Prepared by:

Checked by:

Approved by:

Received by:

Mark Perljan

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75
 Acknowledgement Certificate No: 9999 AC 123 122023 000135
 Series Range: XXXXXX-PCM99990001- XXXXXX-PCM99999999

Run Time: 2:38:41 PM

ALTURAS SUPERMARKET CORPORATION

Pay to Vendor No. S3800

Run Date: 01/20/24

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market
Pob. Talibon, Bohol
BOHOL Talibon

Purchase - Credit Memo
Page 1

REPUBLIC BISCUIT CORPORATION
M' MARICEL VILLANUEVA:
TEL#(02) 937-4434 TO 37 MANILA
FAX#501-8870;501-8096 TAGBILARAN
Pay-to Vendor No. S3800

January 20, 2024
Credit Memo No. TSM-P225736
Posting Date 01/20/24
Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039969

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
173692	HANSEL SANDWICH FLAVOR BUNCH 40/10s	2CS40	2,107.46		Ye VAT12	4,214.92
Total PHP Incl. VAT						4,214.92
12% VAT						451.60
Total PHP Excl. VAT						3,763.32

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	4,214.92	4,214.92	0.00	3,763.32	451.60
Total		4,214.92	4,214.92	0.00	3,763.32	451.60

Prepared by:

Mark Perjan

Checked by:

Approved by:

Received by:

Run Time: 2:36:24 PM

Run Date: 01/20/24