

### MISCONDUCT REPORT

DATE: Feb. 27, 2024  
TO: HRD  
FROM: J19  
NAME OF ERRING EMPLOYEE: Mark Anthony Penfan  
DEPARTMENT ASSIGNED: M.I.S. GROC.

INFRACTION: Negligence

DETAILS: Wrong entry of item code. He  
encoded 100484 instead of 100485.  
JSM-P225930 dated 1-29-24.

VIOLATION NO.: encoded 2/27/24  
OFFENSE NO.: \_\_\_\_\_

JEM  
DEPARTMENT SUPERVISOR

### ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAO  
FROM: Jessa Khari E. Margueda  
DATE: Feb. 27, 2024  
SUBJ: Adjustment

Good Day!

Wrong entry of item code.  
Encoded 100484 instead of 100485.  
JSM-P225930 dated 1-29-24

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

RAM FOOD PRODUCTS, INC.  
151 Paseo de Roxas Makati City

Pay-to Vendor No. S6778

Purchase - Credit Memo  
Page 1

January 29, 2024  
Credit Memo No. TSM-P225930  
Posting Date 01/29/24  
Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0040096

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
163448	RAM SPAG SCE SWEET STYLE SUP 12x1KG	6PAC	72.27		Ye VAT12	433.62
164935	RAM SPAG SCE SWEET STYLE SUP 18/560G	15PAC	49.74		Ye VAT12	746.10
172272	RAM SPECIAL BIHON 24/454G	1PAC	45.07		Ye VAT12	45.07
192103	RAM GREEN PEAS SUP 48x100G	2PCS	11.24		Ye VAT12	22.48
661128	RAM DESSICATED COCONUT 24x100G	1PAC	32.88		Ye VAT12	32.88
155993	RAM TOMATO PASTE SACHET 72/70G	1PAC	13.77		Ye VAT12	13.77
164420	RAM GREEN PEAS SUP 48x200G	1PAC	18.77		Ye VAT12	18.77
112881	RAM SWEET CREAM STYLE CORN 24/410G	4CAN	40.91		Ye VAT12	163.64
100484	RAM WHOLE KERNEL CORN THAILAND 24/410G	1CAN	57.43		Ye VAT12	57.43
100488	RAM GREEN PEAS 24/450G	2CAN	35.25		Ye VAT12	70.50

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Aldhile Pacamis  
2-8-24

Run Time: 9:29:29 AM

Run Date: 01/29/24



ALTURAS GROUP OF COMPANIES  
ALTURAS SUPERMARKET-TALISAN BRANCH  
Poblacion, Talisan, Negros

Contract **00040096**

**BAD ORDERS SUMMARY CHECKLIST (BOSC)**

Supplier's Code: **C778**  
Supplier's Name: **KAM**

Date: **1/20/24**

Item no.	Barcode	Description	Qty	Uom.	Unit Cost	Total Amount	Reason/Remark
L 163448	4800017909405	KAM SS BUT 1KG	6	pack	83.25	72.77	DAMAGE
L 164935	4800017938503	KAM SS BUT 560G	15	pack	57.22	49.74	DAMAGE
L 172272	4800017900401	KAM SP BROWN 454G	1	pack	56.50	45.07	DAMAGE
L 192103	4800017900203	KAM GREEN PEAS FVP 100G	2	pkgs	19.25	11.24	DAMAGE
L 661128	4800017922408	KAM DES COCONUT 100G	1	pack	42.50	32.88	DAMAGE
L 155993	4800017907707	KAM TOMATO PASTE 72/70G	1	pack	16.75	13.77	DAMAGE
L 164420	4800017974501	KAM GREEN PEAS VCN 200G	1	pack	26.00	18.77	DAMAGE
L 112881	4800017990606	KAM SWT CREAM STYLE CORN 410G	4	can	50.00	40.91	DAMAGE
L 100485	4800017980507	KAM YOUNG CORN 410G	1	can	68.00	57.43	DAMAGE
L 100488	4800017905505	KAM GREEN PEAS 450G	2	can	46.00	35.25	DAMAGE

Prepared by:

Long Back in Charge

Name: **MELBERT C. BURNAY**  
Date: **1/20/24**

Received by:

Store Allocation

Name: **MARLYN D.**  
Date: **1/28/24**

Checked by:

Supervisor

Name: **RENELSON GULESTIA**

Date: **1/20/24**

Checked by:

Checker

Name: **RAVICA AN**

Date: **01-28-24**

Run Time: 9:29:29 AM

Run Date: 01/29/24

2-8-24