

# MISCONDUCT REPORT

DATE: 4/16/24

TO: HRD

FROM: Jesusa Dalaygon

NAME OF ERRING EMPLOYEE: Huron Bantilan

DEPARTMENT ASSIGNED: Warehouse

INFRACTION: Negligence

DETAILS: Wrong entry of quantity. He  
wrote 22 can instead of 8 can,  
refer TSM - PM 6479 dated 4.10.24

VIOLATION NO.: \_\_\_\_\_

OFFENSE NO.: \_\_\_\_\_

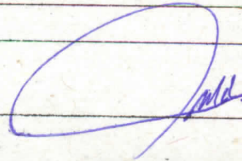
Jesusa Dalaygon

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION  
INTEROFFICE MEMO

TO: 1AD  
FROM: Jedelyn Nani  
DATE: 4/16/24  
SUBJ: Adjustment

Good day!  
Please allow us to adjust  
Credit Memo TSM-P226979 dated 4-10-24.  
Wrong entry of quantity. Encoded  
quantity 22 can instead of 8 can.  
Thank You.



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

270  
00041096  
CONTROL NO.

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code:

Supplier's Name: *Delimando Food Specialties Inc*

Date: *04/10/24*

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
629958	18000050 13564	Delimando ranch style Corned Beef 380g	22	CSN	178.13		Damage

Prepared by:

*Haron Banblan*  
Lane/Rack in-Charge  
Name: *Haron Banblan*  
Date: *04/10/24*

Approved by:

*[Signature]*  
Supervisor  
Name: *[Signature]*  
Date: *4/10/24*

Received by:

Store B.O Location  
Name: *MARKIP*  
Date: *4/10/24*

Checked by:

*[Signature]*  
Checker  
Name: *MAURICE MAXAS*  
Date: *4-10-24*



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

CONTROL NO. 00041096

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: \_\_\_\_\_  
Supplier's Name: Deli Mondo Food Specialties Inc.

Date: 04/10/24

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
629958	A8000050 13564	Delimondo ranch style Canned Beef 380g	22	per			Damage

Prepared by: Aaron Bonhlan  
Lane/Rack in-Charge  
Name: Aaron Bonhlan  
Date: 04/10/24

Approved by: [Signature]  
Supervisor  
Name: [Signature]  
Date: 4/10/24

Received by: \_\_\_\_\_  
Store B.O Location  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Checked by: \_\_\_\_\_  
Checker  
Name: MAJOR MANAS  
Date: 4-10-24

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

CENTRAL DISTRIBUTION CENTER  
DE LAPAZ CORTES BOHOL

Pay-to Vendor No. S7399

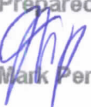
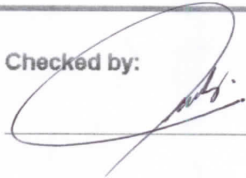

Inter-Subsidiary Receiving Cr. Memo  
Page 1

April 10, 2024  
Credit Memo No. TSM-P226979  
Posting Date 04/10/24  
Prices Including VAT No  
Vendor Cr. Memo #: BO-0041096

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. % In	All VAT Identifi	Amount
629958	DELIMONDO ORIG RANCH CRND BEEF 24x380G	22CAN	178.13		Ye	3,918.86
Total PHP						3,918.86

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
	0	3,918.86	3,918.86	0.00	3,918.86	0.00
Total		3,918.86	3,918.86	0.00	3,918.86	0.00

Prepared by:  Mark Perijan	Checked by: 	Approved by: _____	Received by: 
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Run Time: 4:15:16 PM

Run Date: 04/10/24

W-B.O