

# MISCONDUCT REPORT

DATE: March 3, 2024

TO: HRD

FROM: J19

NAME OF ERRING EMPLOYEE: Meniam Pogoy

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code.

She encoded S5565 and S5171

instead of S7399 refer ISM-P226096

dated 12-20-23 vs ISM-P226095

dated 1-4-24

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

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

encoded 3/3/24

Jcm

DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: 1AD

FROM: J19

DATE: March 3, 2024

SUBJ: Adjustment.

Good Day!

Wrong entry of vendor code.

Encoded S5171 instead of S7399.

ISM-P226096 dated 12-20-23.

Thank you.

Jcm

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

TECHNO FOODS PHILS INC  
TEL# 283-88919 283-92195  
Arturo Drive, Sta. Maria Industrial Estate  
Brgy, Bagumbayan, Taguig city  
Pay-to Vendor No. S5171

Purchase - Credit Memo  
Page 1

December 26, 2023  
Credit Memo No. TSM-P226096  
Posting Date 12/26/23  
Prices Including VAT Yes  
Vendor Cr. Memo #: SWAF-26575

| No.                 | xdescription                      | Unit<br>Quantitof Me | Direct Unit<br>Cost | Disc. % | All In<br>VAT<br>Identifi | Amount   |
|---------------------|-----------------------------------|----------------------|---------------------|---------|---------------------------|----------|
| 604768              | ROGERS TRU MAYO AP DRESSING 12x1L | 12PCS                | 114.00              |         | Ye VAT12                  | 1,368.00 |
| Total PHP Incl. VAT |                                   |                      |                     |         |                           | 1,368.00 |
| 12% VAT             |                                   |                      |                     |         |                           | 146.57   |
| Total PHP Excl. VAT |                                   |                      |                     |         |                           | 1,221.43 |

VAT Amount Specification

| VAT Identifier | VAT % | Line Amount | Inv. Disc. Base<br>Amount | Invoice Disc.<br>Amount | VAT Base | VAT Amount |
|----------------|-------|-------------|---------------------------|-------------------------|----------|------------|
| VAT12          | 12    | 1,368.00    | 1,368.00                  | 0.00                    | 1,221.43 | 146.57     |
| Total          |       | 1,368.00    | 1,368.00                  | 0.00                    | 1,221.43 | 146.57     |

Prepared by:

Meriam Pogoy

Checked by:

Approved by:

CM 2/11/24

Received by:

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