

## MISCONDUCT REPORT

DATE: Jan. 9, 2024  
TO: HRD  
FROM: Jessa Kharl E. Mosqueda  
NAME OF ERRING EMPLOYEE: Meniam Pogoy  
DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of unit cost on  
item 807253. She encoded ₱197.00  
instead of ₱16.42, refer TSM-P476085  
dated 7-31-23.

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

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

inputted 1/9/24

Jm  
MOSQUEDA/JESSA KHARL  
DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD  
FROM: Jessa Kharl E. Mosqueda  
DATE: Jan. 9, 2024  
SUBJ: Credit Memo

Good Day!

Please allow us to adjust this  
purchase invoice no. TSM-P476085 dated  
7-31-23. Wrong entry of unit cost on  
Item 807253. Encoded ₱197.00 instead of  
₱16.42.

Thank you.

Jm



SOLD TO

Address

Date

4-24-23

QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	Roll	YUSHENG SHUTTLE COCK 5012	244	1464
2	Roll	YAMU SHUTTLE COCK 4300	289	1734
3	d7	XP-3593-1B	42	84
4	Roll	8 Table Tennis Ball	277	1108
5	Roll	SPORT PACKET PAM	108	2368
6	Roll	WATSR GUN 985	180	720
7	Roll	W Super Power Gun	35	875
8	Roll	A	86	516
9	Roll	7100	45	315
10	Roll	9R N 905	129	139
11	Roll	GR	180	180
12	d7	DC 519	205	205
13	d7	FLORANCE CANNON TOWEL	167	167
14	d7	XS CANNON HAND TOWEL	167	167
15	d7	Hand towel BB-09	97	194
16	d7	GOODMORNING TOWEL	124	248
17	d7	SCARF	107	394
18	d7	FOCUS	212	636
19	d7	MR KENZO	71	2088
20	d7	SAMBA GUITA	71	888
21	Roll	SIMULATING AIRLINE GIVE	309	1854
22	Roll	FROZEN DOW 818	44	836
23	Roll	BILLIARD GAMES	148	444
24	Roll	SNOKKER BILLIARD	71	852
25	Roll	SNOKKER SET	47	141
RECEIVED IN: 62 Cdn/BDL			TOTAL P	18,617

NOTE: PRICES ARE SUBJECT  
TO CHANGE WITHOUT  
PRIOR NOTICE

DATE:

SER NO.:

4-29-23

01157

No 102237

No of Package

Prepared by:

Checked by:

RICARDO S. PRONCHO

Note: Official Invoice to follow

DELIVER TO : TALIBON



Pob. Talibon, Bohol  
BOHOL Talibon  
Phone No.  
Fax No.

**Purchase - Receipt**  
Page 1

July 31, 2023

Shipment No. **TSM-P766459**

**ASC Taibon MM Warehouse**  
Talibon, Bohol

No.	Description	Quantity	Unit of Measure	Conversion Factor
158337	5012 YUSHENG SHUTTLECOCK FEATHER	<del>6</del>	TUBE	12
158401	430 YANYU SHUTTLECOCK 12s	<del>6</del>	TUBE	12
647655	3593 1B PONY	<del>2</del>	DOZE	12
119457	TABLE TENNIS BALLS 100s	<del>4</del>	PK100	100
119659	SPORTS BASKETBALL	<del>18</del>	PCS	1
119893	905 WATER GUN	<del>4</del>	PCS	1
616342	A 31 WATER GUN	<del>25</del>	PCS	1
120413	SUPER POWER GUNWATER GUN	<del>6</del>	PCS	1
126435	WATER GUN 45	<del>7</del>	PCS	1
120630	7100 WATER GUN	<del>1</del>	PCS	1
126210	DC 519 NAIL GLUE	<del>12</del>	PACK	1
194195	BB15 ELEGANCE CANNON FACE TOWEL	<del>1</del>	DOZE	12
121962	XS CANNON HAND TOWEL	<del>1</del>	DOZE	12
142329	BB09 ELEGANCE CANNON FACE TOWEL	<del>2</del>	DOZE	12
149229	GMC 9733 GOOD MORNING FACE TOWEL	<del>2</del>	DOZE	12
807253	SCARF HANKY 150/12	<del>2</del>	PCS	1
186469	FOCUS HANKY	<del>3</del>	PCK12	12
134316	MR KENZO HANKY	<del>12</del>	DOZE	12
145786	SAMPAGUITA HANKY	<del>12</del>	DOZE	12
123256	8689 7 STIMULATING A TRUE STYLE TRU	<del>6</del>	PCS	1
171910	818 FROZEN DOLL	<del>19</del>	PCS	1
122016	4027 BILLIARD GAMES	<del>3</del>	SET	1
122389	F178 92 SNOOKER BILLARD	<del>12</del>	PCS	1
122019	JD9978 SNOOKER SET	<del>3</del>	SET	1

**Pay-to Address**

Pay-to Vendor No. S0380

ALEXIS MARKETING INC.  
Tutuban Center, C.M. Recto Ave. Manila  
Tel. # 02-254-4091 Cel # 0917-538-4528

Encoded by:

MA. Analie Orilla

Checked by:

Approved by:

*Jem* 12/21/23

Run Time 3:54:43 PM

Run Date 12/05/23

PURCH. INVOICE #: TSM-P476085

Page 1

Pob. Talibon, Bohol  
BOHOL Talibon  
Purchase - Invoice

Vendor's Code S0380 ALEXIS MARKETING INC.  
Payment Terms 60DAYS  
Place of Payment  
Inv. Discount 0.00

RR / Ref #: TSM-P766459 / 102237  
Order No. SMGM00482948  
Posting Date 07/31/23  
Due Date 09/29/23

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Fac
158337	5012 YUSHENG SHUTTLECOCK FEATHER 12s			6	TUBE	244.00	1,464.00		0.00	1,464.00	217.86	
158401	430 YANYU SHUTTLECOCK 12s			6	TUBE	289.00	1,734.00		0.00	1,734.00	258.04	
647655	3593 1B PONY			2	DOZEN	42.00	84.00		0.00	84.00	37.50	
119457	TABLE TENNIS BALLS 100s			4	PK100	277.00	1,108.00		0.00	1,108.00	247.32	10
119659	SPORTS BASKETBALL			16	PCS	148.00	2,368.00		0.00	2,368.00	132.14	
119893	905 WATER GUN			4	PCS	180.00	720.00		0.00	720.00	180.71	
616342	A 31 WATER GUN			25	PCS	35.00	875.00		0.00	875.00	31.25	
120413	SUPER POWER GUN/WATER GUN			8	PCS	86.00	516.00		0.00	516.00	76.79	
126435	WATER GUN 45			7	PCS	45.00	315.00		0.00	315.00	40.18	
120630	7100 WATER GUN			1	PCS	139.00	139.00		0.00	139.00	124.11	
126210	DC 519 NAIL GLUE			12	PACK	17.08	205.00		0.00	205.00	15.25	
194195	BB15 ELEGANCE CANNON FACE TOWEL			1	DOZEN	167.00	167.00		0.00	167.00	149.11	
121962	XS CANNON HAND TOWEL			1	DOZEN	167.00	167.00		0.00	167.00	149.11	
142329	BB09 ELEGANCE CANNON FACE TOWEL			2	DOZEN	97.00	194.00		0.00	194.00	86.61	
149229	GMC 9733 GOOD MORNING FACE TOWEL COLOR			2	DOZEN	124.00	248.00		0.00	248.00	110.71	
807253	SCARF HANKY 150/12			2	PCS	197.00	394.00		0.00	394.00	175.89	
186469	FOCUS HANKY			3	PK12	212.00	636.00		0.00	636.00	189.29	
134316	MR KENZO HANKY			12	DOZEN	174.00	2,088.00		0.00	2,088.00	155.36	
145786	SAMPAGUITA HANKY			12	DOZEN	74.00	888.00		0.00	888.00	66.07	
123256	8689 7 STIMULATING A TRUE STYLE TRUCK			6	PCS	309.00	1,854.00		0.00	1,854.00	275.89	
171910	818 FROZEN DOLL			18	PCS	44.00	836.00		0.00	836.00	39.29	
122016	4027 BILLIARD GAMES			3	SET	148.00	444.00		0.00	444.00	132.14	
122389	F178 92 SNOOKER BILLARD			12	PCS	71.00	852.00		0.00	852.00	63.39	
122019	JD9978 SNOOKER SET			3	SET	47.00	141.00		0.00	141.00	41.96	

\*\*\* NOTHING FOLLOWS \*\*\*

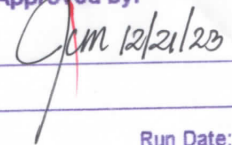
Gross Amount	18,437.00	Inv. Discount Amount	0.00	12% VAT	1,975.39
Line Discount Amount	0.00	Total PHP Incl. VAT	18,437.00	Total PHP Excl. VAT	16,461.61
Running Discount	0%, 0%, 0%, 0%, 0%				

Prepared by:

Meriam Pogoy

Checked by:

Approved by:



Run Time: 4:48:39 PM

Run Date: 12/19/23