

MISCONDUCT REPORT

DATE: 5-4-24

TO: HRD

FROM: Shida Aparicio

NAME OF ERRING EMPLOYEE: Jeddlyn Naul

DEPARTMENT ASSIGNED: M.I.S

INFRACTION: Negligence

DETAILS: Enclosed w/ No prices Incl. Vat.
intend of w/ vat. refer TSM-5404484
dated 4-16-24

VIOLATION NO.:

OFFENSE NO.:

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: JAD

FROM: Jeddlyn Naul

DATE: 5-4-24

SUBJ: Credit Memo

Good day.

Please allow us to adjust Invoice
No. TSM-5404484 dated 4-16-24.
intend of w/ vat. prices Incl. Vat.
Thank you.

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol

Tel #:(038) 501-3000 local # 4016

SUPPLIES REQUISITION FORM

Date Requested : 04/11/2024

Date Needed : / /

Requesting Department : MICU-UBAY-DORMITORY

Remarks : for dormitory use

Sug. E-Requisition No. : 80702

Requested by : RICHARD GONZALES

Item Code	Description	Quantity	Unit of Measure
00002577	ARIEL POWDER SOAP 607128	2000	PK
00013968	BAR SOAP 187907	36000	BAR
00011486	MATCH (RIZAL) 108826	4000	PK
00015439	POWDER SOAP 142829	2000	PK

*** Nothing Follows ***

Prepared by:

RICHARD GONZALES

(Signature over Printed name)

Approved by:

P. Gonzales

(Signature over Printed name)

Alipon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000027
Customer Name : MIC-UBAY DORMITORY

Invoice No. TSM-S404484
Order No. TSM-S504085
Ext. Doc. No. 80702
Posting Date 04/16/24
Due Date 04/16/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv Facto
607198	ARIEL COMP SUNRISE FRESH 6x1.81KG			2	PACK	337.72	675.44	
108826	COMMANDO MATCH 120/10s			4	PACK	16.50	66.00	
187907	SULIT DET BAR WHITE 36/360G			36	BAR	15.79	568.44	
142829	WINGS SOLVE PWDR FLORAL FRESH 1.1KG			2	PACK	83.79	167.58	

Total PHP Incl. VAT 1,477.
12 % VAT 0.
Total PHP Excl. VAT 1,477.

VAT % 0
Line Amount 1,477.46

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 1,477.46
VAT Amount 0.00

Prepared By:

Checked By:

Received By:

Approved By:

Jedaly Naul

SA BUNSONO, JR.

RICHARD GONZALES

Runtime : 1:53:06 PM

Rundate : 04/16/24