

MISCONDUCT REPORT

DATE: Feb. 11, 2024

TO: HRD

FROM: Jessa Khari E. Marqueda

NAME OF ERRING EMPLOYEE: Joseph Orayan

DEPARTMENT ASSIGNED: Med +

INFRACTION: Negligence

DETAILS: Wrong quantity of item 607251.
He wrote 8 pack instead of 4 pack,
refer ATLSM-DROOOOOO027 dated
2-10-24

VIOLATION NO.: 1st offense in wrong entry
OFFENSE NO.: of quantity

Jm
DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jessa Khari E. Marqueda

DATE: Feb. 11, 2024

SUBJ: Credit Memo

Good Day!

Please allow us to adjust this sales
invoice no. ATLSM-DROOOOOO027 dated 2-10-24.

Wrong entry of quantity on item 607251.
Entered 8 pack instead of 4 pack.

Thank you.

Jm

**ALTURAS SUPERMARKET CORPORATION
TALIBON BRANCH
MEDICINE + SECTION
IN STORE STOCK TRANSFER-PURCHASES**

Control No. **00001225**
Item Journal No. _____

TO (Issuing Business Unit): MED +
Date: 02-10-24

Item Code	Barcode	Description	Qty	Unit	Unit Cost	Total Cost	Unit Price
174050	4800361421164	NIDO JUNIOR 150G	12	BOX			99.00
607251	4800361424035	NESTOGEN 1 to 3 Yrs 1300G 4 -	8	PACK			740.00
653428	4800153149313	S 26 PPDML 3 1200G	3	Box			1,301.95
604525	8912045028162	LACTUM POW 1plus 2000G	2	Box			1,270.85
117059	480036131314059	BEAR BRAND 1p JR 400G	12	Box			144.95
618201	4800361416306	BEAR BRAND JR 2.4KG	2	Box			1,149.75
902232	4800153151255	BONARD VANILLA 350G	14	Box			231.20
195274	8912045041765	LACTUM POWDER 3plus 2.3kg	4	Box			1,398.40
638992	4800153149685	BONNA MILK POWDR 2kg	4	Box			1,233.95
185659	4800153151189	BONNA MILK POWDER 1500G	24	Box			105.95
162180	4800361424011	NESTOGEN 6TD (2M #HLE079 1300G	4	PACK			760.00

Prepared by: _____

Approved by: _____

Checked & Released by: _____

Received by: _____

On the, [Signature]

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

Inter-Bus. Unit Transfer Invoice
Page No : 1

Customer No : TSM-C000005
Customer Name : ASC-TAL MEDICINE +

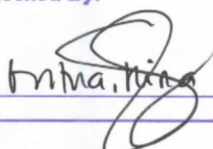
Invoice No. ATLSM-DR000000027
Order No. ATLSM-SO0000000
Ext. Doc. No. 1225
Posting Date 02/10/24
Due Date 02/10/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
609525	LACTUM POWDER 1plus 4x2000G			2	BOX	1,134.67	2,269.34	
607251	NESTOGEN 1 to 3 YRS 1300G			4 - 8	PACK	660.71	5,285.68	
Total PHP Incl. VAT							7,555.02	
12 % VAT							0.00	
Total PHP Excl. VAT							7,555.02	
VAT %	0	Inv. Disc. Base Amount	0.00	VAT Base	7,555.02			
Line Amount	7,555.02	Invoice Discount Amount	0.00	VAT Amount	0.00			

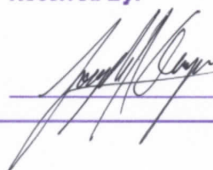
Prepared By:


Jessa Khari Mosqueda

Checked By:


Inna Lina

Received By:



Approved By:



Runtime : 4:13:39 PM

Rundate : 02/10/24