

MISCONDUCT REPORT

DATE: Feb. 26, 2024

TO: HRD

FROM: T19

NAME OF ERRING EMPLOYEE: Rosa Khari Marquada

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of posting date. She encoded 12-22-23 instead of 1-23-24 and 1-28-24, refer ATLSM-PCM000000024, 23, 21, 22, and ATLSM-PCM000000027 dated 12-22-23.

VIOLATION NO.: _____

OFFENSE NO.: _____

Jem

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: JAD

FROM: T19

DATE: Feb. 26, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust the ff. purchase credit memo no. ATLSM-PCM000000023, ATLSM-PCM000000021, ATLSM-PCM000000022, ATLSM-PCM000000027 dated 12-22-23.

Wrong entry of posting date. Encoded 12-22-23 instead of 1-23-24 and 1-28-24.

Thank you. Jem

ALTURAS SUPERMARKET CORPORATION**ALTURAS MALL - TALIBON**

Poblacion 6325 Talibon Bohol Philippines

Tel. No. 038-411-4115 Fax: 038-411-3556

VAT REG. TIN: 000-254-327-00002

MARCELA PHARMA DIST INC.-UDC

UBAY BOHOL

Pay-to Vendor No. S8383

PURCHASE CREDIT MEMO

Page 1

December 22, 2023

Purchase CM No.:> ATLSM-PCM000000027

Posting Date 12/22/23

Prices Including VAT Yes

Vendor Cr. Memo #: BO-0040116 U

No.	xdescription	Unit Quantitof Me	Direct Unit Cost Disc. %	All VAT In Identifi	Amount
108688	NOVA COUNTRY CHEDDAR 80/40G	4PCS	14.83	Ye VAT12	59.32
108614	JACK n JILL MINI CHOCO PRETZELS 100/28G	1PCS	6.72	Ye VAT12	6.72

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75

Acknowledgement Certificate No.: AC_123_122023_000135

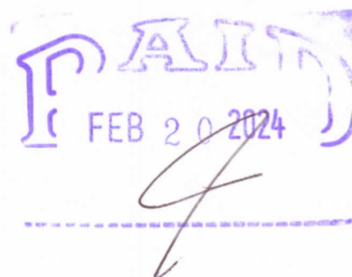
Date Issued: December 12, 2023

Series Range: XXXXXX-PCM00000001 - XXXXXX-PCM99999999



Run Time: 3:38:41 PM

Run Date: 01/28/24



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Page 2

December 22, 2023

Purchase CM No.:> ATLSM-PCM000000027

Posting Date 12/22/23

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0040116/U

No.	xdescription	Unit Quantity of Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
Total PHP Incl. VAT						66.04
12% VAT						7.08
Total PHP Excl. VAT						58.96

**VAT Amount Specification**

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	66.04	66.04	0.00	58.96	7.08
Total		66.04	66.04	0.00	58.96	7.08

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

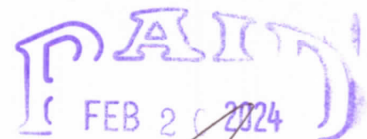
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ALTURAS GROUP OF COMPANIES
ALTURAS SUPERMARKET-TALIBON BRANCH
Talibon, Talibon, Bohol

Control No. **00040116**

58783

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Order: _____
Supplier's Name: **UCC**

Date: **01-22-24**

Item no.	Barcode	Description	Qty	Unit	Unit Cost	Total Amount	Reason/Remark
603909	480001662588	Pic a overload 150g	3	pack	49.57		Damaged
106688	16663802	Nova country deli 40g	4	pcs	14.83		Damaged
118758	16652127	Pachitos nacho chsc 32g	1	pcs	13.72		Damaged
102787	16666907	Nova cheddar 160g	1	pack	61.55		Damaged
117056	16633619	Piattos nacho pizza 85g	2	pcs	30.98		Damaged
102310	16666247	Nova sub sili 40g	2	pack	14.83		Damaged
626660	16666261	Nova classic crunch 40g	1	pcs	14.83		Damaged
117057	16633621	Piattos n pizza 40g	1	pcs	14.83		Damaged
10217C	16677326	Piattos four chcs 85g	1	pack	32.73		Damaged
106614	16628283	Ins chcs prehel 28g	1	pcs	6.72		Damaged

Prepared by: _____
Name: **Benedicta Mont Brian**
Date: **01-22-24**

Received by: _____
Name: **MARK P.**
Date: **1/27/24**

Approved by: _____
Supervisor: **MARICU**
Date: **01-22-24**

Checked by: _____
Checker: **RAFAEL**
Date: **01-27-24**

ACCEPTED
BSC

FEB 20 2024

ALTURAS SUPERMARKET CORPORATION**ALTURAS MALL - TALIBON**

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PURCHASE CREDIT MEMO

Page 1

December 22, 2023

Purchase CM No.:> ATLSM-PCM000000022

Posting Date 12/22/23

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039738 U

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
104955	PIATTOS CHEESE 80/40G	1PCS	14.83		Ye VAT12	14.83

Prepared by:

Mary Perijan

Checked by:

Approved by:

Received by:

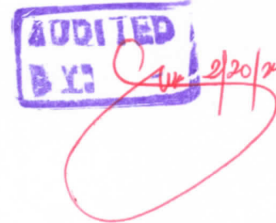
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Run Time: 2:14:06 PM

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Page 2

December 22, 2023

Purchase CM No.:> ATLSM-PCM000000022

Posting Date 12/22/23

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039738 U

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
Total PHP Incl. VAT						14.83
12% VAT						1.59
Total PHP Excl. VAT						13.24

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	14.83	14.83	0.00	13.24	1.59
Total		14.83	14.83	0.00	13.24	1.59

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

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Acknowledgement Certificate No.: AC_123_122023_000135

Date Issued: December 12, 2023

Serries Range: XXXXXX-PCM000000001 - XXXXXX-PCM999999999

PAID
FEB 20 2024

Run Time: 2:14:06 PM

Run Date: 01/23/24

**ALTURAS GROUP OF COMPANIES
ALTURAS SUPERMARKET-TALIBON BRANCH
Población, Talibon, Bohol**

Control No: 00039738

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: SF383
Supplier's Name: URC

Date: 12/16/23

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
117056	4800016673614	Piattos nacho pizza 8.5g	1	Pcs	30.98		Damage
621594	480001607874	Coc Cake bar 10/40g	1	Pck	76.00		Damage
117534	4800016666414	Piattos spicy cheese 40g	2	Pcs	14.83		Damage
104950	4800016641503	Chippy sly choc 110g	1	Pcs	22.68		Damage
104955	480001664450	Piattos cheese 40g	1	Pcs	14.83		Damage
177962	4800016677335	manoj juan ks fried past 2g	1	Pack	6.92		Damage
182176	4800016083408	magic creamis 1r choc 10/16g	1	Pack	27.60		Damage
147458	4800016082904	mc onion n chus 10s	1	Pack	31.30		Damage
184692	4800016083464	mc jr sberty 10s	1	Pack	27.60		Damage

Prepared by: [Signature]
Lane/Rack in-Charge
Name: Kent Brian Baxedtes
Date: 12/18/23

Approved by: [Signature]
Supervisor
Name: Mariete Canlas
Date: 12/18/23

Received by: [Signature]
Store B.O Location
Name: [Signature]
Date: 1/19/24

Checked by: [Signature]
Checker
Name: Batista
Date: 01/19/24

ADDITIONAL
B-11

FEB 20 2024

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PURCHASE CREDIT MEMO

Page 1

December 22, 2023

Purchase CM No.:> ATLSM-PCM000000021

Posting Date 12/22/23

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039729 U

No.	xdescription	Unit Quantitof Me	Direct Unit Cost Disc. %	All VAT In Identifi	Amount
108627	PIATTOS SOUR CREAM AND ONION 50/85G	2PCS	30.98	Ye VAT12	61.96
108688	NOVA COUNTRY CHEDDAR 80/40G	8PCS	14.83	Ye VAT12	118.64

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75

Acknowledgement Certificate No.: AC_123_122023_000135

Date Issued: December 12, 2023

Serries Range: XXXXXX-PCM00000001 - XXXXXX-PCM99999999



Run Time: 2:12:09 PM

Run Date: 01/23/24

