

MISCONDUCT REPORT

DATE: 5-14-24

TO: HRD

FROM: Jeddahyn Naul

NAME OF ERRING EMPLOYEE: Mark Joseph Anzures

DEPARTMENT ASSIGNED: M-15

INFRACTION: Negligence

DETAILS: Wrong entry of quantity and item code.

He encoded 190000 instead of 190001 refer tsm-5404542 and he encoded 920 quantity instead of 96 refer ATSM-DK0000051 dated 5-14-24

VIOLATION NO.:

OFFENSE NO.:

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jeddahyn Naul

DATE: 5-14-24

SUBJ: Credit memo / Adjustment

Good day!

Please allow us to adjust Purchase Invoice No. tsm-5404542 and ATSM-DK0000051 dated 5-14-24.

Wrong entry of quantity and item code. He encoded tsm-5404542 item code 190000 instead of 190001; ATSM-DK0000051 encoded quantity 920 instead of 96.

Thank you.

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

C0001278

TO (Issuing Business Unit): MED+
 Date: 05-11-24

Control No. _____
 Item Journal No. _____

Item Code	Barcode	Description	Qty	Unit	Unit Cost	Total Cost	Unit Price
L 111801		MODESS CS MAXI NON WING B's	3	PACK			41.50
L 146311		MODESS DRY MAX NW B's	4	PACK			48.25
L 624610		MODESS MAXI W SP 32s	3	PACK			150.75
L 059193		JOHNSONS DB M+DRT 100ML	6	PCS			59.75
L 105491		BABYFLO PRMN SIL NIPPLE SM	12	PCS			26.50
L 105442		BABYFLO P SIL NIPPLE MED	12	PCS			26.50
L 117105		LACTAID GC LIQ BLUE COML	12	PCS			88.50
L 132781		COLGATE TB CLSC ADULT FW	12	PCS			75.00
L 146450		SKIN FILTER 15G	28	PCS			73.95
L 130812		GATORADE GRAPE 500ML	12	PCS			48.45
L 129185		GATORADE B BOLT 500ML	11	PCS			48.45
L 189938		TOP GEL SKIN L CPM 20G	6	PCS			123.25
L 629999		CHEERUB BB WIPES 20s	20	PACK			31.75
L 190000		CHEERUB SCENTED WIPES 15s	20	PACK			22.75
L 104996		EQ PLUS DIAPER BP 3 12s	4	PACK			82.50
L 190001		CHEERUB SCENT WIPES 80s	15	PACK			75.30

Prepared by: _____

Approved by: _____

Checked & Released by: _____

Received by: _____

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. TSM-S404542
 Order No. TSM-S504140
 Ext. Doc. No. 1278
 Posting Date 05/14/24
 Due Date 05/14/24
 Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
105442	BABYFLO PREMIUM SILICONE NIPPLE MEDIUM 50s			12	PCS	21.26	255.12	
105441	BABYFLO PREMIUM SILICONE NIPPLE SMALL 50s			12	PCS	21.26	255.12	
629999	CHERUB BABY WIPES 48x20s			20	PACK	29.21	584.20	
190000	CHERUB SCENTED WIPES 48x15s			20	PACK	20.93	418.60	
190000	CHERUB SCENTED WIPES 48x15s			15	PACK	20.93	313.95	
132781	COLGATE TB CLASSIC ADULT FLOW WRAP 72s			12	PCS	11.93	143.16	
104996	EQ PLUS DIAPER BUDGET PACK SMALL 18/12s			4	PACK	69.51	278.04	
129185	GATORADE BLUE BOLT 500ML			11	PCS	35.96	395.56	
130812	GATORADE GRAPE 500ML			12	PCS	35.96	431.52	
659193	JOHNSONS BB BATH MILK+OAT 48x100ML			6	PCS	48.77	292.62	
117105	LACTACYD GENTLE CARE LIQUID BLUE 48/60ML			12	PCS	74.89	898.68	
146311	MODESS DRY MAX MAXI NON WING 48/8s			4	PACK	40.49	161.96	
624610	MODESS MAXI WING SIMPLICITY PROMO 12x32s			3	PACK	128.21	384.63	
111801	MODESS REG COT SOFT MAXI NON WING 48/8s			3	PACK	34.95	104.85	
196450	SKIN FIGHTER OINTMENT 15G			28	PCS	59.16	1,656.48	
189938	TOP GEL MCA SKIN LIGHTENING CREAM 12x20G			6	PCS	90.00	540.00	

Total PHP Incl. VAT 7,114.49
 12 % VAT 0.00
 Total PHP Excl. VAT 7,114.49

VAT % 0
 Line Amount 7,114.49

Inv. Disc. Base Amount 0.00
 Invoice Discount Amount 0.00

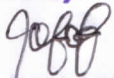
VAT Base 7,114.49
 VAT Amount 0.00

Prepared By:

Checked By:

Received By:

Approved By:


 Mark Joseph Auxtero

Runtime : 2:41:03 PM

Rundate : 05/14/24

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

C0001277

Control No. _____
Item Journal No. _____

TO (Issuing Business Unit) : 407
Date: 05-14-24

Item Code	Barcode	Description	Qty	Unit	Unit Cost	Total Cost	Unit Price
C 164614		USTEKINE FRESHBUST 100ML	12	PCS			63.25
L 109562		GRAN C ALC MOIST 70P 250ML	6	PCS			51.80
L 109551		GREEN CROSS 70P MOIST 500ML	6	PCS			89.80
L 104741		ESTHOL FC PAPAYA SG 175ML	6	PCS			68.00
L 104740		ESTHOL FC PPYA SG 75ML	10	PCS			41.00
L 103165		ESTHOL FC PAMPE 75ML	10	PCS			41.00
L 103774		ESTHOL FC CLOW 135ML	6	PCS			68.00
L 103166		ESTHOL FC PMP 135ML	6	PCS			68.00
L 139252		C EUCALYPTUS OIL 5ML	24	PCS			15.45
L 119800		RHEA AP AP SOLUTION 15ML	10	PCS			25.70
L 111010		1PI MANZANILLA 50 ML	48	BOT			27.00
L 102191		1PI MANZANILLA 25ML	72	BOT			15.15
C 117138		JADE BT 2P 320ML A	94	320	ROLL		9.45
L 262453		AMIGDZ 15ml COFFEE 21g	60	BOX			178.50
L 660699		WILKINS D WATER 7L	12	PCS			87.95
L 103310		NATURE SPRING MIN WATER 1L	100	BOT			15.35

Prepared by: _____ Approved by: _____ Checked & Released by: _____ Received by: _____

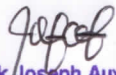
Total PHP Excl. VAT 15,176.70

VAT % 0
Line Amount 15,176.70

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 15,176.70
VAT Amount 0.00

Prepared By: _____ Checked By: _____ Received By: _____ Approved By: _____


Mark Joseph Auxtero

Runtime : 2:40:25 PM

Rundate : 05/14/24

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-DR0000001 51
Order No. ATLSM-SO0000001 52
Ext. Doc. No. 1277
Posting Date 05/14/24
Due Date 05/14/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
117138	JADE BT 2PLY 320sht 96x1r			320	ROLL	7.71	2,467.20	
164014	LISTERINE FRESHBURST 24x100ML			12	PCS	48.77	585.24	
Total PHP Incl. VAT							3,052.44	
12 % VAT							0.00	
Total PHP Excl. VAT							3,052.44	

VAT % 0
Line Amount 3,052.44

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 3,052.44
VAT Amount 0.00

Prepared By:

Checked By:

Received By:

Approved By:


Mark Joseph Auxtero

Runtime : 2:43:46 PM

Rundate : 05/14/24