

MISCONDUCT REPORT

DATE: March 4, 2024

TO: HRD

FROM: T19

NAME OF ERRING EMPLOYEE: Mrs. Analie Onila

DEPARTMENT ASSIGNED: Talibon Warehouse

INFRACTION: Negligence

DETAILS: Wrong entry of quantity on
item 828522. She encoded 24 pcs
instead of 12 pcs, refer JSM-P477816
dated 9-29-23.

VIOLATION NO.: _____

OFFENSE NO.: _____

encoded 3/4/24

Jcm

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAO

FROM: T19

DATE: March 4, 2024

SUBJ: Credit Memo

Good Day!

Wrong entry of quantity on item
828522.

Encoded 24 pcs instead of 12 pcs.

JSM-P477816 dated 9-29-23.

Thank you.

Jcm

No.: 483180

CHARGE SALES INVOICE

483180
SINCE 1945
TIMES TRADING CO., INC.

523-525 Quintin Paredes St., Brgy. 289 Zone 27, Binondo, Manila
P.O. Box 179, 1099 Manila • Tels. 8242-5741 to 50

Fax No. 8242-9280

E-mail: info@times.com.ph

VAT REG. TIN 000-326-681-00000

SOLD TO:

ALTURAS SUPERMARKET CORP -
POBLACION MEGA MARKET, TALIBON,

SHIP TO:

ALTURAS SUPERMARKET CORP -
SEABORNE SHIPPING LINES INC LOT1-2
BLK3 MLA HARBOR CENTER R10 VITAS TOWER
MANILA CITY

BUS. STYLE/NAME

Date: 12-SEP-23

Salesman: Victor V1

P.O. No.:

Reference No.:

(Use this to communicate with us)

Terms: 30N

TIN: 084-000-254

Page: 9 of 10

Ordered	Shipped	Unit	ARTICLES	Price	Discount	Amount (Net of Discount)
1						
216	216	PC	511710 MAPED Tech Duo erase - 119474 3154145117103	7.00	5%	1,436.40
12	12	SET	775 COLLEEN col pcil 12c+ - 811366 835131000015	128.00	5%	1,459.20
6	6	PC	2430 GENMES plas tally counter 6921615424309	146.50	5%	835.05
6	6	PC	2410 GENMES met tally counter 6921615424101	191.50	5%	1,091.55
12	12	PC	4414F FLA exp file LG CL 10 1/2" x 17" 1/2" 856060	255.50	5%	2,912.70
12	12	RL	DS008 POLAR ds tape 8mmx5m - 139006 0923828830083	17.50	5%	199.50
12	12	RL	DS009 POLAR ds tape 24mmx5m - 139010 0923828830009	24.50	5%	279.30
12	12	RL	DS007 POLAR ds tape 12mmx5m - 139007 0923828830076	11.00	5%	114.00
12	12	RL	SP015 POLAR ds foam tape 12x1 - 139005 09238288340150	12.50	5%	142.50
12	12	RL	SP017 POLAR ds foam tape 24x1 - 139004 09238288340174	24.50	5%	279.30
12	12	RL	SP016 POLAR ds foam tape 18x1 48 09238288340166 - 139009	16.00	5%	182.40
12	12	RL	DS2015 POLAR ds tape 6mmx10m 1531/4 0923828830847	13.75	5%	156.75
12	12	RL	DS205 POLAR ds tape 24mmx10m - 1427049 0923828839253	40.00	5%	456.00
VATable			8,522.009			
VAT-Exempt			0.00			
VAT Zero Rate			0.00			
VAT Tax			1,022.641			
TOTAL AMOUNT DUE				Page Total		9,544.65

TOTAL AMOUNT DUE

9,544.65

TERMS OF CHARGE ORDERS: I/We (buyers) agree to pay for this order at the office of TIMES TRADING CO., INC. in Manila, together with prepaid packing freight and delivery charges if incurred within the terms of this invoice with interest at 2-1/2% per Month on overdue accounts as penalty. If suit is brought for the collection of this account, I/we (buyers) agree to pay in addition plus 25% of the total amount due including Principal interest and penalty as attorney's fee and cost of action, and to sue and be sued on this contract in the courts of Manila. Goods travel at buyers risk after merchandise is Delivered to the Carrier. Payments to unauthorized persons will not be recognized.

Special Instructions: TALIBON CN#P0626

Received the above articles in good condition & subject to
the printed terms & conditions hereof.

RICARDO S. PILONBO 09/29/23
CUSTOMER'S SIGNATURE DATE

PRINTED NAME/POSITION

TIME

Printer's Accreditation No.: 116MP2018000000003

Date Issued: 11/14/2019 Expiry Date: 11/13/2023

LL Permit No.: LLAR-030-02-09-18-000011 Date Issued: February 19, 2018

CUSTOMER COPY

CHECK - FOR DEPOSIT

032

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice

PURCH. INVOICE #: TSM-P477816

Page 1

Vendor's Code

S4558

TIMES TRADING CO., INC.

Payment Terms

60DAYS

Place of Payment

Inv. Discount

0.00

RR # / Ref #:

TSM-P768525

/ 483180,

Order No.

SMGM00489743

Posting Date

09/29/23

Due Date

11/28/23

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Faci
828522	FLAMINGO 4414F EXP FILE LG			12	PCS	255.50	3,066.00		0.00	3,066.00	228.15	
*** NOTHING FOLLOWS ***												

Gross Amount

3,066.00 Inv. Discount Amount

0.00 12% VAT

328.50

Line Discount Amount

0.00 Total PHP Incl. VAT

3,066.00 Total PHP Excl. VAT

2,737.50

Running Discount

0% ,0% ,0% ,0% ,0%

Prepared by:

Checked by:

Approved by:

Merian Pogoy

Run Time:

3:54:04 PM

Run Date: 03/01/24