

MISCONDUCT REPORT

DATE: Jan. 4, 2023

TO: HRD

FROM: Jessa Khari E. Marqueda

NAME OF ERRING EMPLOYEE Jessa Khari Marqueda

DEPARTMENT ASSIGNED: M/I-S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code. She
encoded S5002 instead of S8391,
refer TSM-P225349 dated
12-15-23.

VIOLATION NO.: _____

OFFENSE NO.: _____

JEM
MARQUEDA, JESSA KHARI
DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jessa Khari E. Marqueda

DATE: Jan. 4, 2023

SUBJ: Adjustment

Good Day!

Please allow us to adjust this purchase
credit memo no. TSM-P225349 dated 12-15-23.
Wrong entry of vendor code. Encoded S5002
instead of S8391.

Thank you.

JEM

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

00039648

Control No: _____

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: 55002

Supplier's Name: MULTI-M

Date: 12/09/23

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
165337		ANCHOR CULINARY CREAM IL	85	PCS.		370.28	Expire

Prepared by: _____

Lane/Rack in-Charge

Name: MARK CASOLERO

Date: 12/09/23

Approved by: _____

Supervisor

Name: MICHELE GONZALES

Date: 12-09-23

Received by: _____

Store B.O Location

Name: MARK J.

Date: 12/14/23

Checked by: _____

Checker

Name: S.A. APA. Juncal

Date: 12/14/23

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market
Pob. Talibon, Bohol
BOHOL Talibon

SCANASIA OVERSEAS, INC.
RICHARD PERALES.09178558731
2GO Main Building, Pier 4 North
Reclamation Area, Cebu City
Pay-to Vendor No. S5002

Purchase - Credit Memo
Page 1

December 15, 2023
Credit Memo No. TSM-P225349
Posting Date 12/15/23
Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039648

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All In VAT Identifi	Amount
165337	ANCHOR CULINARY CREAM 12/1L	8PCS	370.28		Ye VAT12	2,962.24
Total PHP Incl. VAT						2,962.24
12% VAT						317.38
Total PHP Excl. VAT						2,644.86


VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	2,962.24	2,962.24	0.00	2,644.86	317.38
Total		2,962.24	2,962.24	0.00	2,644.86	317.38

Prepared by:

Mark Perljan

Checked by:



Approved by:

Received by:

Run Time: 3:47:32 PM

Run Date: 12/15/23