

**MISCONDUCT REPORT**DATE: Feb. 11, 2024

TO: HRD

FROM: Jessa Kharl E. Marqueda

NAME OF ERRING EMPLOYEE: Mark Anthony PenjanDEPARTMENT ASSIGNED: M.I.S GroceryINFRACTION: NegligenceDETAILS: Wrong entry of vendor code. He encoded S8381 instead of S3268, refer ISM-P225786, ISM-P225788, ATLSM-PCM0000000020 and ISM-P225787 dated 1-23-24.VIOLATION NO.: encoded 2/11/24OFFENSE NO.: Jem

DEPARTMENT SUPERVISOR

**ALTURAS SUPERMARKET CORPORATION  
INTEROFFICE MEMO**TO: IADFROM: Jessa Kharl E. MarquedaDATE: Feb. 11, 2024SUBJ: AdjustmentGood day!Please allow us to adjust the ff. purchase credit memo no. ISM-P225786, ISM-P225788, ATLSM-PCM0000000020, ISM-P225787 dated 1-23-24.Wrong entry of vendor code.Encoded S8381 instead of S3268.Thank you.Jem

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

00040013

Control No: \_\_\_\_\_

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code:  
Supplier's Name:

SB352

CPFI

Netman

Date: JAN-17, 2024

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
17501M 748485706287		Fresca chili coated tuna 150g	1	CAN	14.32		DAMAGED
166145 748485701770		Fresca tuna spicy caldereta 150g	1	CAN	25.48		
166519 7484857401720		Birch tree fortified choco 600g	1	PACK	167.62		
109142 7484857401621		Birch tree fortified choco 200g	1	PACK	8.19		
1691000 7484857401402		Birch tree fortified milk 330g	2	PACK	8.03		
146491 7484857401591		Birch tree fortified milk 180g	1	PACK	42.65		

Prepared by:

Last/Block in Charge

Name: ROBERT Garcia  
Date: 1-17-24

Approved by:

G

Supervisor

Name: Marjorie Cañon  
Date: 01/17/24

Received by:

Store Director Location  
Name: MARKO.  
Date: 1/19/24

Checker by:

Checker  
Name: Borja Cal-Han.  
Date: 01/19/24

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

**Purchase - Credit Memo**  
 Page 1

**LEONARDO DISTRIBUTORS INC-UD**  
**UBAY BOHOL**

January 23, 2024  
 Credit Memo No. TSM-P225786

Pay-to Vendor No. S8381

Posting Date 01/23/24

Prices Including VAT Yes  
 Vendor Cr. Memo #: BO-0040013 C

No.	Description	Unit Quantitof Me	Direct Unit Cost	All Disc. %	In	VAT Identifi	Amount
175053	FRESCA CHILI CORNED TUNA 48x95G	1CAN	14.32	Ye	VAT12		14.32
166145	555 TUNA SPICY CALDERETA EOE 50x155G	1CAN	25.48	Ye	VAT12		25.48
616519	BIRCH TREE FORTIFIED CHOCO 12x600G	1PAC	167.62	Ye	VAT12		167.62
103942	BIRCH TREE FORTIFIED CHOCO 160x29G	1PAC	8.19	Ye	VAT12		8.19
633900	BIRCH TREE FORTIFIED MILK DRINK 33G	2PCS	8.03	Ye	VAT12		16.06
146491	BIRCH TREE FORTIFIED MILK DRINK 72x150G	1PAC	42.65	Ye	VAT12		42.65
Total PHP Incl. VAT							274.32
12% VAT							29.39
Total PHP Excl. VAT							244.93

**VAT Amount Specification**

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	274.32	274.32	0.00	244.93	29.39
Total		274.32	274.32	0.00	244.93	29.39

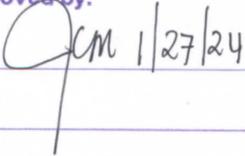
Prepared by:

  
 Mark Perijan

Checked by:



Approved by:

  
 QCM 1/27/24

Received by:

  
 guia 1/bn

Run Time: 1:24:41 PM

Run Date: 01/23/24

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

00040011

Control No: \_\_\_\_\_

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code:  
Supplier's Name:

5838

CPFI

Netman

Date: Jan-17, 2024

Item no.	Barcode	Description	QTY	Uom	Unit Cost	Total Amount	Reason/Remark
101287 749485100418		Century Tuna Hot and Spicy FG	17	CAN	31.99	31.99	
172512 749485102212		Century Tuna Hot and Spicy FG	18		23.76	23.76	
116324 749485100070		Fresca Tuna Adobo FG	175		24.69	24.69	
1216409 748485100319		Century Tuna FG in Oil FG	1		87.68	87.68	
101291 749485100425		Century Tuna Adobo FG	2		30.55	30.55	
101617 748485800471		Argentina Corned Beef FG	4		31.22	31.22	
101606 748485740022		FG Tuna Hot and Spicy FG	11		28.74	28.74	
101299 748485100057		Fresca Tuna Hot and Spicy FG	12		26.91	26.91	
c 104804 748485800790		Argentina Fiesta Sausage FG	3		25.24	25.24	

Prepared by:

~~Robert Garcia~~  
Name: Robert Garcia  
Date: Jan-17, 2024

Approved by:

~~G~~  
Supervisor  
Name: Majorde Conors  
Date: 01/17/24

Received by:

~~Maple P.~~  
Store B/L Location  
Name: Maple P.  
Date: 1/19/24

Checked by:

~~JM~~  
Checked  
Name: Barula Av.  
Date: 01/19/24

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

Purchase - Credit Memo  
 Page 1

LEONARDO DISTRIBUTORS INC-UD  
 UBAY BOHOL

January 23, 2024  
 Credit Memo No. TSM-P225788

Pay-to Vendor No. S8381

Posting Date 01/23/24

Prices Including VAT Yes  
 Vendor Cr. Memo #: BO-0040011 C

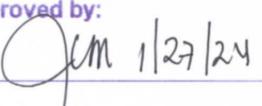
No.	Description	Unit Quantitof Me	Direct Cost	Unit Disc. %	All In	VAT Identifi	Amount
101287	CENTURY TUNA FLAKES HOT AND SPICY 50/155G	57CAN	31.99		Ye	VAT12	1,823.43
172512	CENTURY TUNA FLAKES HOT AND SPICY 48/95G	18CAN	23.76		Ye	VAT12	427.68
116324	FRESCA TUNA ADOBO 48/175G	3CAN	24.69		Ye	VAT12	74.07
126403	CENTURY TUNA FLAKES N VEGETABLE OIL 24/420G	1CAN	87.68		Ye	VAT12	87.68
101291	CENTURY TUNA FLAKES ADOBO 50/155G	2CAN	30.55		Ye	VAT12	61.10
109651	ARGENTINA CORNED BEEF 48/150G	4CAN	31.22		Ye	VAT12	124.88
101306	555 TUNA HOT AND SPICY 50/155G	11CAN	28.74		Ye	VAT12	316.14
101299	FRESCA TUNA HOT AND SPICY 48/175G	13CAN	26.91		Ye	VAT12	349.83
Total PHP Incl. VAT							3,264.81
12% VAT							349.80
Total PHP Excl. VAT							2,915.01

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	3,264.81	3,264.81	0.00	2,915.01	349.80
Total		3,264.81	-3,264.81	0.00	2,915.01	349.80

Prepared by:  
  
 Mark Perijan

Checked by:  


Approved by:  
  
 QM 1/27/24

Received by:  


Run Time: 1:31:14 PM

Run Date: 01/23/24

**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

**LEONARDO DISTRIBUTORS INC-UD****UBAY BOHOL**

Pay-to Vendor No. S8381

**PURCHASE CREDIT MEMO**

Page 1

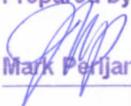
January 23, 2024

Purchase CM No.:&gt; ATLSM-PCM0000000020

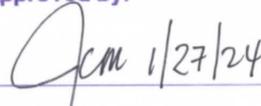
Posting Date 01/23/24

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0040011 C

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	All Disc. %	In	VAT Identifi	Amount
104804	ARGENTINA FIESTA SAUSAGE 48x80G/175G	3CAN	25.24	Ye	VAT12		75.72

Prepared by:  Mark Perjan

Checked by: 

Approved by:  Jan 1/27/24

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: 1:38:58 PM

Run Date: 01/23/24

**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

**LEONARDO DISTRIBUTORS INC-UD**  
UBAY BOHOL

Pay-to Vendor No. S8381

**PURCHASE CREDIT MEMO**

Page 2

January 23, 2024

Purchase CM No.:&gt; ATLSM-PCM000000020

Posting Date 01/23/24

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0040011 C

No.	Description	Unit Quantity of Me	Direct Cost	Unit Disc. %	All In	VAT Identifi	Amount
Total PHP Incl. VAT							75.72
12% VAT							8.11
Total PHP Excl. VAT							67.61

**VAT Amount Specification**

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	75.72	75.72	0.00	67.61	8.11
Total		75.72	75.72	0.00	67.61	8.11

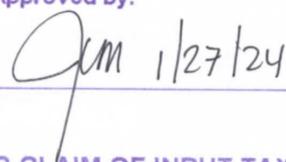
Prepared by:

  
Mark Perijan

Checked by:



Approved by:

 Jan 1/27/24

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: 1:38:59 PM

Run Date: 01/23/24

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

Control No: 00040012

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code:  
88381

Supplier's Name:  
CPTI

Netman

Date: Jan. 17, 2024

Item No.	Barcode	Description	Qty	Uom.	Unit Cost	Total Amount	Reason/Remark
101294	748485100472	Century Tuna Aritada 155g	1	CAN	29.58		
170714	748485100860	Angele Evaporada 765ml	8	CAN	25.30		
167161	748485102062	Ambel all purpose creamer 250ml	1	PES	43.40		
100106	748485100401	Fresca Tuna Caldrefeta 150g	15	CAN	21.85		
1001080	748485100418	Fresca Tuna Aritada 150g	7	CAN	21.85		
101296	748485100094	Fresca Tuna +kg. in oil	2	PES	26.62		
105602	748485100072	Fresca Tuna Caldrefeta 150g	7	CAN	23.64		
112100	748485100401	Century Tuna +kg. in oil	155g	CAN	31.65		
118478748485200101	Lucky 7 Sand. in TS Gran 150g		1	CAN	16.57		

Prepared by:

Name/Role in Charge  
Robert Garcia  
 Date: 1-17-24

Approved by:

Name/Role in Charge  
Maylene Oñate  
 Date: 01/17/24

Received by:

Name/Role in Charge  
MPAK P.  
 Date: 1/19/24

Checked by:

Name/Role in Charge  
B. B. Aguirre  
 Date: 01/19/24

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

**Purchase - Credit Memo**  
 Page 1

**LEONARDO DISTRIBUTORS INC-UD**  
**UBAY BOHOL**

January 23, 2024  
 Credit Memo No. TSM-P225787

Posting Date 01/23/24

Pay-to Vendor No. S8381

Prices Including VAT Yes  
 Vendor Cr. Memo #: BO-0040012 C

No.	Description	Unit Quantitof Me	Direct Unit Cost	All Disc. %	VAT Identifi	Amount
101294	CENTURY TUNA FLAKES AFRITADA 50/155G	1CAN	29.58	Ye	VAT12	29.58
170714	ANGEL EVAP LIQUID CREAMER 48/365ML	8CAN	25.30	Ye	VAT12	202.40
667661	ANGEL ALL PURPOSE CREAMER TP 24x250ML	1PCS	43.40	Ye	VAT12	43.40
603081	FRESCA TUNA CALDERETA EOC 50X150G	15CAN	21.85	Ye	VAT12	327.75
603080	FRESCA TUNA AFFRITA EOC 50X150G	7CAN	21.85	Ye	VAT12	152.95
101298	FRESCA TUNA FLAKES IN OIL 48/175G	2CAN	26.62	Ye	VAT12	53.24
108892	FRESCA TUNA CALDERETA 48/175G	7CAN	23.64	Ye	VAT12	165.48
112100	CENTURY TUNA FLAKES N VEGETABLE OIL 50/155G	30CAN	31.65	Ye	VAT12	949.50
118478	LUCKY 7 SARD IN TS GREEN 100/155G	1CAN	16.57	Ye	VAT12	16.57
<b>Total PHP Incl. VAT</b>						<b>1,940.87</b>
12% VAT						207.95
<b>Total PHP Excl. VAT</b>						<b>1,732.92</b>

**VAT Amount Specification**

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	1,940.87	1,940.87	0.00	1,732.92	207.95
<b>Total</b>		<b>1,940.87</b>	<b>1,940.87</b>	<b>0.00</b>	<b>1,732.92</b>	<b>207.95</b>

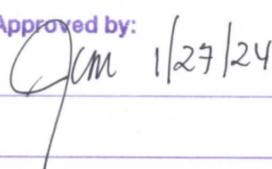
Prepared by:

  
 Mark Perijan

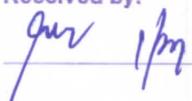
Checked by:



Approved by:

 QJM 1/27/24

Received by:

 JUR 1/bj

Run Time: 1:27:04 PM

Run Date: 01/23/24