

MISCONDUCT REPORT

DATE: Jan. 27, 2024
TO: HRD
FROM: Jessa Kharl E. Masqueda
NAME OF ERRING EMPLOYEE: Mark Anthony Penjan
DEPARTMENT ASSIGNED: M-I-S Grocery

INFRACTION: Negligence

DETAILS: Wrong transaction on BM-P225728
dated 1-19-24. Encoded as credit memo
instead item journal. Wrong vendor code.
Encoded as 57399 instead of 53268
refer BM-P225781 and BM-P225780
dated 1-20-24.

VIOLATION NO.: _____

OFFENSE NO.: _____ encoded 1/27/24

JEM
DEPARTMENT SUPERVISOR.

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAO
FROM: Jessa Kharl E. Masqueda
DATE: Jan. 27, 2024
SUBJ: Adjustment

Good Day!
Wrong transaction.
Encoded as credit memo instead
of item journal.
BM-P225728 dated 1-19-24.

Thank you.

JEM

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

CDC

DISPOSAL

Control No: 00039543

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: _____
Supplier's Name: STARIAN/

Date: 12-28-23

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
103109	4806528400690	KERATEM Hg TAT W/AD 20g	362	PCS	9.50	3.75	> Spite
191591	4806528400690	CB KERATIN HT 22g	2	PCS	3.95	3.34	

Prepared by: _____
Name/Back in-Charge
Name: Mike Ryan Croyon
Date: 12-28-23

Approved by: _____
Supervisor
Name: Mary Ann M.
Date: 12/28/23

Received by: _____
Store B.O. Location
Name: _____
Date: 1/16/24

Checked by: _____
Checker
Name: _____
Date: 01/10/24

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

Inter-Subsidiary Receiving Cr. Memo
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CENTRAL DISTRIBUTION CENTER
DE LAPAZ CORTES BOHOL

January 19, 2024
Credit Memo No. TSM-P225728

Posting Date 01/19/24

Pay-to Vendor No. S7399

Prices Including VAT Yes
Vendor Cr. Memo #: BO-0039543

No.	xdescription	Unit Quantitof Me	Direct Unit Cost Disc. %	All VAT In Identifi	Amount
103109	KERATIN HOT OIL TREATMENT W/ARGAN OIL 432x20G	362PCS	3.75	Ye	1,357.50
191591	COLLAGEN BRZLN KERATIN HAIR TREAT 432x22G	2PCS	3.34	Ye	6.68
Total PHP					1,364.18

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
	0	1,364.18	1,364.18	0.00	1,364.18	0.00
Total		1,364.18	1,364.18	0.00	1,364.18	0.00

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 11:09:13 AM

Run Date: 01/19/24