

MISCONDUCT REPORT

DATE: Feb. 5, 2024
TO: HRD
FROM: Jessa Kharl E. Marqueda
NAME OF ERRING EMPLOYEE: Dave Anthony Menendo
DEPARTMENT ASSIGNED: M-1-S Grocery

INFRACTION: Negligence

DETAILS: He encoded the ff. sales invoice w/ no prices including VAT applied, refer TSM-S404363 dated 1-31-24, TSM-S404338, TSM-S404334, TSM-S404341, TSM-S404339 dated 1-16-24.

VIOLATION NO.: encoded 2/5/24
OFFENSE NO.: _____

Jcm

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD
FROM: Jessa Kharl E. Marqueda
DATE: Feb. 4, 2024
SUBJ: Credit Memo

Good Day!

Please allow us to adjust the ff. sales invoice no. TSM-S404363 dated 1-31-24, TSM-S404338 dated 1-16-24, TSM-S404336 dated 1-16-24, TSM-S404341 dated 1-16-24, TSM-S404339 dated 1-16-24.

No Prices incl. VAT applied.

Thank you.

Jcm

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol
Tel #:(038) 501-3000 local # 4016**SUPPLIES REQUISITION FORM**

Date Requested : 01/13/2024

Date Needed : //

Requesting Department : MIC UBAY-SSD

Remarks : for fire ext. tag

Sug. E-Requisition No. : 75805

Requested by : ALVIN T. AURESTILA

Item Code	Description	Quantity	Unit of Measure
00084994	GLOW ZIP BAG 12X17 CM (MEDIUM)	25 -500.000-	PES PK 490401043155

*** Nothing Follows ***

Prepared by:


RICHARD GONZALES

(Signature over Printed name)

Approved by:


(Signature over Printed name)

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

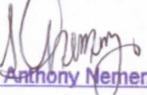
Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000028
Customer Name : MIC UBAY SSD

Invoice No. TSM-S404363
Order No. TSM-S503964
Ext. Doc. No. 75805
Posting Date 01/31/24
Due Date 01/31/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
183804	GLOW ZIP BAG MED 20s			25	PACK	16.63	415.75	
Total PHP Incl. VAT								415.75
12 % VAT								0.00
Total PHP Excl. VAT								415.75
VAT %	0			Inv. Disc. Base Amount	0.00	VAT Base	415.75	
Line Amount	415.75			Invoice Discount Amount	0.00	VAT Amount	0.00	

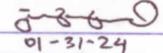
Prepared By:


Dave Anthony Nerenzo

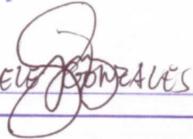
Checked By:


SG Norman A.

Received By:


J. S. O.
01-31-24

Approved By:


Michelle B. Morales

Runtime : 3:45:30 PM

Rundate : 01/31/24

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol

Tel #:(038) 501-3000 local # 4016

SUPPLIES REQUISITION FORM

Date Requested : 01/12/2024

Date Needed : 01/12/2024

Requesting Department : MIC UBAY-SSD

Remarks : office supplies

Sug. E-Requisition No. : 75697

Requested by : ALVIN T. AURESTILA

Item Code	Description	Quantity	Unit of Measure
00009889	LOGBOOK 300 PAGES 854434	30.000	PCS
00009067	COLUMNAR 5 COLUMNS 816447	30.000	PCS
00001468	✓ BALLPEN PANDA BLACK 832534	200.000	PCS
00092906	✓ STAMPAD INK BLACK PURPLE 822090	1.000	BOT
00035670	✓ WHITE BOARD MARKER PILOT BLACK 844935	1.000	PCS
00079032	✓ BROWN ENVELOP LONG 152501	20.000	PCS
00013662	✓ FOLDER WHITE LONG 101072	20.000	PCS
00013637	✓ CORRECTION TAPE 829407	20.000	PCS
00001475	✓ BOND PAPER LONG S20 112426	2.000	RM

Nothing Follows

Prepared by:

RICHARD GONZALES

(Signature over Printed name)

Approved by:

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000028
Customer Name : MIC UBAY SSD

Invoice No. TSM-S404338
Order No. TSM-S503939
Ext. Doc. No. 75697
Posting Date 01/16/24
Due Date 01/16/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
112426	CACTUS PPC PAPER 8 1/2x13			2	REAM	179.50	359.00	
844935	DELI EU00120 WHITEBOARD MARKER BLACK 10s			1	PCS	18.32	18.32	
854434	ENLIVO RECORD BOOK 300PP			30	PCS	85.37	2,561.10	
832534	FLEX OFFICE FLEXSTICK PEN FO GEL B08 0.7 VARI			200	PCS	4.28	856.00	
152501	FORTUNE BROWN ENV 200LBS LONG			20	PCS	2.25	45.00	
101072	FORTUNE FILE FOLDER WHITE 14PTS LONG 100s			20	PCS	4.49	89.80	
829407	LP 8008 CIRCULATES CORRECTION TAPE			20	PCS	29.58	591.60	
822990	TEAMSTAR STAMP PAD INK VARIANT			1	PCS	14.54	14.54	
816447	VANDA LINEAR COLUMNAR BOOK 10COLUMN			30	PCS	25.43	762.90	
							Total PHP Incl. VAT	5,298.26
							12 % VAT	0.00
							Total PHP Excl. VAT	5,298.26
VAT %	0			Inv. Disc. Base Amount	0.00	VAT Base	5,298.26	
Line Amount	5,298.26			Invoice Discount Amount	0.00	VAT Amount	0.00	

Prepared By:

Dave Anthony Nemenzo

Checked By:

John. L. 01-16-24
DAVE ANGELO

Received By:

RICHARD X. GONZALES

Approved By:

[Signature]

Runtime : 12:43:47 PM

Rundate : 01/16/24

MARCELA FARMS INC.

GROWOUT-LOMANGOG

Lomangog, Ubay, Bohol

Tel #:(038) 501-3000 local # 4016

SUPPLIES REQUISITION FORM

Date Requested : 01/09/2024

Date Needed : //

Sug. E-Requisition No. : 75476

Requesting Department : GROWOUT LOMANGOG ADMIN

Requested by : RONEL TRINIDAD

Remarks : for office and kitchen supply

Item Code	Description	Quantity	Unit of Measure
00013638	FASTENER 836454	10.000	BOX
00002159	PENTEL PEN BLACK (BROAD) 106746	20.000	PCS
00004309	BAYGON SPRAY 300ML 116028	2.000	BOT
00062599	STICKY NOTES BOSS 2X3 BLUE 855219	5.000	PAD
00026975	RECORD BOOK 200 PAGES 854433	30.000	PCS
00080002	SCOTCH BRITE 2N1 REGULAR SPONGE SIZE 106973	20.000	PCS
00077065	SCOTCH BRITE(FOAM) 112183	5.000	PCS
00019658	STEEL WOOL STAINLESS 116408	10.000	PCS
00016007	PLASTIC ENVELOPE DECORA EXP W/ PUSHLOCK 853630	5.000	PCS

*** Nothing Follows ***

Prepared by:

RICHARD GONZALES

(Signature over Printed name)

Approved by:

RONEL C. TRINIDAD

(Signature over Printed name)

ASC Talibon Branch - SM
2nd flr. Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

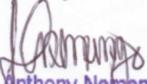
Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000024
Customer Name : MFI GROW OUT

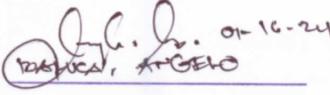
Invoice No. TSM-S404336
Order No. TSM-S503941
Ext. Doc. No. 75476
Posting Date 01/16/24
Due Date 01/16/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
116028	BAYGON ANTI DENGUE MOSQUITO KILLR 12x500ML	2	BOT	2		280.43	560.86	
854433	ENLIVO RECORD BOOK 200PP	30	PCS	30		65.38	1,961.40	
106746	PILOT MARKING PEN SC B BLACK	20	PCS	20		26.33	526.60	
106973	SB HD SCRUBBING PAD REG 95MMx150MM	20	PCS	20		24.22	484.40	
115408	SB STAINLESS STEEL REGULAR 96x30G	10	PCS	10		32.61	326.10	
112183	SB TOUGH CLEAN SCRUB SPNGE 100x70mm 2s wf SP	5	PACK	5		57.59	287.95	
836454	SQI OFFICE PLASTIC FASTENER S 7181/S1011 50s	10	BOX	10		24.79	247.90	
853639	TM PE 8 PLASTIC ENV W/HANDLE LONG CLEAR	5	PCS	5		48.45	242.25	
855219	3M POST IT NOTES 656 ICB BLUE 2x3 100s	5	PAD	5		44.88	224.40	
							Total PHP Incl. VAT	4,861.86
							12 % VAT	0.00
							Total PHP Excl. VAT	4,861.86
VAT %	12	Inv. Disc. Base Amount		0.00	VAT Base		4,861.86	
Line Amount	4,861.86	Invoice Discount Amount		0.00	VAT Amount		0.00	

Prepared By:


Dave Anthony Nerdzenzo

Checked By:


J. L. A. Nerdzenzo

Received By:


Richard S. Nerdzenzo

Approved By:


Jem 2/4/24

Runtime : 12:37:49 PM

Rundate : 01/16/2

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol
Tel #:(038) 501-3000 local # 4016**SUPPLIES REQUISITION FORM**

Date Requested : 01/09/2024

Date Needed : //

Sug. E-Requisition No. : 75505

Requesting Department : MIC UBAY-COMPOUND

Requested by : RICHARD GONZALES

Remarks : for office supplies

Item Code	Description	Quantity	Unit of Measure
00007750	LYSOL 11873 + 601763	2.000	PCS
00050404	L SILHIG LANOT THIN 111173	2.000	PCS
00021134	SILHIG LANOT 129874	2.000	PCS
00000656	BOND PAPER SHORT S20 112424	5.000	RMS
00001588	RECORD BOOK 500 PAGES 854436	5.000	PCS
00009067	COLUMNAR 5 COLUMNS 10 COLUMNS 816 447	5.000	PCS
00004775	MOP SET 636121	1.000	SET
00026305	COTTON RUG X	2.000	PCS
00009652	CELLOPHANE ATLAS 4X5 02	5.000	PK

*** Nothing Follows ***

Prepared by:


RICHARD GONZALES

(Signature over Printed name)

Approved by:



(Signature over Printed name)

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000021
Customer Name : MIC ADMIN & COMPOUND

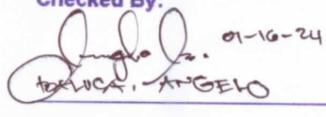
Invoice No. TSM-S404341
Order No. TSM-S503935
Ext. Doc. No. 75505
Posting Date 01/16/24
Due Date 01/16/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
112424	CACTUS PPC PAPER 8 1/2x11			5	REAM	152.50	762.50	
109588	CELL 4X6 03 PP EXCELLENT			5	PACK	35.13	175.65	
635121	DURA BRITE LOOP COTTON MOP HD SET			1	SET	330.94	330.94	
854436	ENLIVO RECORD BOOK 500PP			5	PCS	118.98	594.90	
601763	LYSOL DISINF SPRAY FRSH BLOSSM 12x340G			1	PCS	351.27	351.27	
111873	LYSOL DS CRISP LINEN 340G			1	PCS	351.27	351.27	
129874	MSB BROOMS WHITE BAGA			2	PCS	52.25	104.50	
111173	MSB SILAY BROOM			2	PCS	65.25	130.50	
816447	VANDA LINEAR COLUMNAR BOOK 10COLUMN			5	PCS	25.43	127.15	
							Total PHP Incl. VAT	2,928.68
							12 % VAT	0.00
							Total PHP Excl. VAT	2,928.68
VAT %	12			Inv. Disc. Base Amount	0.00	VAT Base	2,928.68	
Line Amount	2,928.68			Invoice Discount Amount	0.00	VAT Amount	0.00	

Prepared By:


Dave Anthony Nemenzo

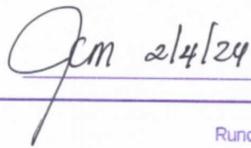
Checked By:


ANGELO
01-16-24

Received By:


RICHARD
01-16-24

Approved By:


Jcm 01/16/24

Runtime : 12:55:09 PM

Rundate : 01/16/24

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol

Tel #:(038) 501-3000 local # 4016

SUPPLIES REQUISITION FORM

Date Requested : 01/09/2023

Date Needed : //

Requesting Department : MICU-UBAY-DORMITORY

Remarks : for kitchen use

Sug. E-Requisition No. : 75508

Requested by : RICHARD GONZALES

Item Code	Description	Quantity	Unit of Measure
00024904	DISWASHING PASTE 180722	12.000	PCS
00013968	BAR SOAP 187907	36.000	BAR
00038225	-STAPLER BIG 133721	1.000	PCS
00001404	- STAPLER #10 829548	1.000	PCS

*** Nothing Follows ***

Prepared by:


RICHARD GONZALES

(Signature over Printed name)

Approved by:



(Signature over Printed name)

ASC Talibon Branch - SM
2nd Flr., Talibon Mega Market Pob. Talibon, Bohol
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : SM-C000027
Customer Name : MIC-UBAY DORMITORY

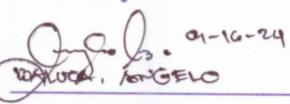
Invoice No. TSM-S404339
Order No. TSM-S503938
Ext. Doc. No. 75508
Posting Date 01/16/24
Due Date 01/16/24
Prices Incl. VAT No

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
133721	MAX STAPLER HD 50R BLACK			(1)	PCS	374.50	374.50	
829548	MAX STAPLER TOKYO DESIGN HD10 VARIANT			(1)	PCS	85.25	85.25	
180722	SMART DW PASTE KALAMANSI 36/400G			(12)	PCS	34.41	412.92	
187907	SULIT DET BAR WHITE 36/360G			(36)	BAR	15.79	568.44	
						Total PHP Incl. VAT	1,441.11	
						12 % VAT	0.00	
						Total PHP Excl. VAT	1,441.11	
VAT %	0			Inv. Disc. Base Amount	0.00	VAT Base	1,441.11	
Line Amount	1,441.11			Invoice Discount Amount	0.00	VAT Amount	0.00	

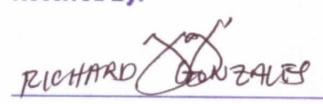
Prepared By:

Dave Anthony Nemenzo

Checked By:


ANGELO
01-16-24

Received By:


RICHARD
GONZALES

Approved By:

Runtime : 12:47:12 PM

Rundate : 01/16/24