

MISCONDUCT FORM

DATE: 03-13-24

TO: HRD

FROM: CWD

NAME OF ERRING

EMPLOYEE: Rhon Ryan Evardo

DEPT: Warehouse

INFRACTION: Negligence

DETAILS: the warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM CENTRAL 50 kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIAS CENTRAL SUGAR 50 kg worth 2,830.00

VIOLATION NO:

OFFENSE:

CWD/Personnel

DEPARTMENT/SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: MIS, IAD, ACCOUNTING

FROM: CWD

DATE: 03-13-24

SUBJ: Wrong Transaction

> The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50 kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM CENTRAL 50 kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIAS CENTRAL SUGAR 50 kg worth 2,830.00

Kindly and Thankyou!

Personnel/CWD

Date: 03-13-24

REQUEST FOR:

() Change item

() Refund

GLOC

Section

NAME: Lerie De Claro

ADDRESS: Bin Unido, Pinamgo, Bohol

COMPLAINT: Wrong Transaction. The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50 kg to the wholesale cashier, then the cashier transacted 1 sack of BISCOM CENTRAL 50 kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIAS CENTRAL SUGAR 50 kg worth 2,830.00

RECOMMENDATION:

2,830.00

Asked for re-transaction

Contact No:

Personnel
Officer of the day

Customer Signature

Change Item/Refund Approved by

ASC - TALIBON BRANCH

Owned & Managed by ASC

Poblacion, Talibon, Bohol

TIN: 000-254-327-002; Permit #: FP072019-123-0221514-00002

MIN: 19071114312445935; Serial #: 59GS9X5598

SALES INVOICE

SOLD TO: : LERIE A. DECLARO C.O.D (BEN-00196)

Pinamgo, Bien Unido, Bohol

Truck :

B&C Agent :

DSG Agent :

Remarks :

Sales Invoice No. : TWS4-SI00041746

SO Number : TWS4-SO00041748

Date : 03/12/24

Due Date : 03/12/24

Payment Terms : COD

RUN TIME : 9:37:11 AM, Page : 1

TALIBON SUPERMARKET - WS

QTY	UNIT	PARTICULARS	PRICE	AMOUNT
1	SACK	BISCOM CENTRAL NEW CROP 50KG	2830.00	2,830.00
2	CONT	CANON VEGETABLE OIL CONT 14KL	1000.00	2,000.00
20	PACK	MIGHTY MENTHOL HARD PACK GRN 5	125.70	2,514.00
1	CASE	ZONROX BLEACH ORIGINAL SCENT 24	942.00	942.00
25	PACK	EQ PANTS BABY DIAPERS MINI PACK	29.70	742.50
1	PACK	LAMPEIN BASIC BABY DIAPER SMALL	329.25	329.25
1	BAR	PERLA WHITE 48/380G	46.95	46.95
18	PCS	IDEAL PREM LAUND SOAP BLUE 144x9	8.20	147.60
2	BAR	PERLA BLUE 48/380G	46.95	93.90
15	BAR	CHAMPION BAR REG SUPRA CLEAN 3	21.85	327.75
11	BAR	CHAMPION BAR NAT CITRUS FRESH 3	22.50	247.50
1	BX20	LS BL CREAM 960x7G	690.00	690.00
2	BX3	BYEBYE FEVER KIDS 48x3x2s	160.05	320.10
1	BX10	SOFEE GULAMAN PWDR UNF GREEN	106.50	106.50
5	BOX10	ZANG FLAVOR GULAMAN BUKO PAND	150.00	750.00
24	PCS	DOWNY FC GARDEN BLOOM 360x24ML	5.55	133.20
55	PCS	DOWNY FAB COND ANTIBAC 360x22ML	5.55	305.25
24	PCS	DOWNY FBEN LIQ PASSION 360x20ML	5.55	133.20
24	PCS	NESTEA ICED TEA APPLE LITRO 144x2	18.65	447.60
24	PCS	NESTEA ICED TEA LEMON LITRO 20G	18.65	447.60
5	ROLL	HAPPY GENTLE BT VIOLET 1r	8.75	43.75
6	ROLL	HAPPY GENTLE BT GREEN 1rolls	8.75	52.50
2	ROLL	HAPPY GENTLE BT ORANGE 1r	8.75	17.50
3	PACK	PLAYFUL ANTI BACTERIAL AP WIPES	26.40	79.20
4	PACK	DAILY CARE AP WIPES POWDER FRE	21.50	86.00
6	PACK	DAILY CARE ALL PURPOSE WIPES UN	21.50	129.00
18	CAN	DOREEN CONDENSADA 48/390G	45.00	810.00
4	PCS	STAR MARGARINE SWEET BLEND 90g	34.60	138.40
2	PCS	STAR MARGARINE CLASSIC 144/100G	34.60	69.20
2	PCS	DEOPLUS TAWAS POWDER JAR 144x5	13.00	26.00
2	PCS	HAILEYS TAWAS PWDR SOFT SCNTD	15.95	31.90
5	PCS	CERES TAWAS POWDER PERFUME 28	7.35	36.75
6	PCS	CERES TAWAS POWDER PERFUME 28	9.75	58.50
2	PCS	SNOW FRESH TAWAS POWDER 432x4	13.95	27.90
2	PCS	CERES TAWAS POWDER SUNSHINE F	9.75	19.50
2	CAN	COW BELL EVAPSARAP 48x360ML	29.70	59.40
6	PACK	HAPPY FESTIVAL CHEFS BEST MARG	35.40	212.40
2	PACK	FIESTA SMALL SWEET SPAGHETTIPID	72.50	145.00