

# MISCONDUCT REPORT

DATE: Jan. 10, 2024

TO: HRD

FROM: Jessa Khari E. Masquedea

NAME OF ERRING EMPLOYEE: Jessa Khari Masquedea

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code. She encoded \$2000 instead of \$8381, refer ISM-P225574 dated 1-8-24.

VIOLATION NO.:

OFFENSE NO.:

Jem  
MASQUEDA, JESSA KHARI  
DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jessa Khari E. Masquedea

DATE: Jan. 9, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust this purchase credit memo no. ISM-P225574 dated 1-8-24. Wrong entry of vendor code. Encoded \$2000 instead of \$8381.

Thank you.

Jem

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

S2000

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Control No. 00039872

Supplier's Code: 51961

Supplier's Name: GSP

Date: 01/05/24

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
194708	8998866202411	NEO Choco Powder Drink 25g	402	POS		0.57	Expired

Prepared by: [Signature]

Lane/Rack in-Charge

Name: Raymond Burrows

Date: 01-05-24

Approved by: [Signature]

Supervisor

Name: Mariana Canales

Date: 01/05/24

Received by: \_\_\_\_\_

Store B.O Location

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Checked by: [Signature]

Checker

Name: [Signature]

Date: 01/05/24

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

## Reprinted Copy

### Purchase - Credit Memo

Page 1

LEONARDO DISTRIBUTORS INC.  
TAGB. CITY

January 8, 2024  
Credit Memo No. TSM-P225574

Posting Date 01/08/24

Pay-to Vendor No. S2600

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0039872 G

No.	xdescription	Unit Quantity of Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
194708	NEO CHOCO POWDER DRINK 80x28G	402PCS	6.57		Yes VAT12	2,641.14
Total PHP Incl. VAT						2,641.14
12% VAT						282.98
Total PHP Excl. VAT						2,358.16

#### VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	2,641.14	2,641.14	0.00	2,358.16	282.98
Total		2,641.14	2,641.14	0.00	2,358.16	282.98

Prepared by:

  
Rodelyn Fuentes

Checked by:

Approved by:

Received by:

Run Time: 2:58:25 PM

Run Date: 01/09/24