

MISCONDUCT REPORT

DATE: March 4, 2024

TO: HRD

FROM: T19

NAME OF ERRING EMPLOYEE: Dave Anthony Nomenzo

DEPARTMENT ASSIGNED: M-I-S Grocery

INFRACTION: Negligence

DETAILS: He encoded the sales invoice
no. ATLSM-PRO000000033 dated
2/15/24 and ATLSM-PRO000000037
dated 2-16-24.

encoded 3/4/24

VIOLATION NO.: _____

OFFENSE NO.: _____

Jm

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: T19

DATE: March 4, 2024

SUBJ: Credit Memo

Good Day!

Encoded the sales invoice no.
ATLSM-PRO000000037 dated 2-16-24.
w/ no prices including VAT.

Thank you.

Jm

MARCELA FARMS INC.

MIC-UBAY

Lomangog, Ubay, Bohol

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

SUPPLIES REQUISITION FORM

Date Requested : 02/14/2024

Date Needed : / /

Requesting Department : MICU-UBAY-DORMITORY

Remarks : for kitchen and dormitory use

Sug. E-Requisition No. : 77466

Requested by : RICHARD GONZALES

Item Code	Description	Quantity	Unit of Measure
00015439	POWDER SOAP	2,000	PK
00002577	ARIEL POWDER SOAP	2,000	PK
00013968	BAR SOAP	72,000	BAR
00002391	ZONROX 1 LITER	2,000	BOT
00022616	ZONROX COLOR	2,000	BOT
00024904	DISWASHING PASTE	12,000	PCS
00066068	DOWNY SUNRISE FRESH 900ML	2,000	BOT

*** Nothing Follows ***

Prepared by:

RICHARD GONZALES

(Signature over Printed name)

Approved by:

60600

(Signature over Printed name)

Runtime 11:32:36 AM

Rundate 02/16/2

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

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

Inter-Subsidiary Transfer Invoice
Page No : 1

Invoice No. TSM-S404391
Order No. TSM-S503993
Ext. Doc. No. 77466
Posting Date 02/16/24
Due Date 02/16/24
Prices Incl. VAT Yes

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv. Factor
607198	ARIEL CMP SNRISE FRSH 1.81KG			2	PACK ✓	337.72	675.44	
187906	SULIT BAR KALMNSI 360G			36	BAR ✓	15.79	568.44	
Total PHP Incl. VAT							1,243.88	
12 % VAT							133.27	
Total PHP Excl. VAT							1,110.61	

VAT % 12
Line Amount 1,243.88

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 1,110.61
VAT Amount 133.27

Prepared By:

Checked By:

Received By:

Approved By:

Dave Anthony Nemenzo

Richard Gonzales

RICHARD GONZALES

Runtime 11:27:39 AM

Rundate 02/16/24