

MISCONDUCT REPORT

DATE: March 3, 2024

TO: HRD

FROM: 719

NAME OF ERRING EMPLOYEE: Meriam Pagoy

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code.
She encoded S5565 and S5171
instead of S7399 refer ISM-P226096
dated 12-26-23 not ISM-P226095
dated 1-4-24

VIOLATION NO.: _____

OFFENSE NO.: _____ encoded 3/3/24

Jem
DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: 1AD

FROM: 719

DATE: March 3, 2024

SUBJ: Adjustment

Good Day!

Wrong entry of vendor code:
encoded S5565 instead of S7399.
ISM-P226095 dated 1-4-24.

Thank you.

Jem

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

HDR FOODS CORPORATION
NOVALICHES QUEZON CITY
FAX:02-984-1369 TEL:984-1361

Pay-to Vendor No. S5565

Purchase - Credit Memo
Page 1

January 4, 2024
Credit Memo No. TSM-P226095
Posting Date 01/04/24
Prices Including VAT Yes
Vendor Cr. Memo #: SWAF-26581

No.	xdescription	Unit Quantif of Me	Direct Unit Cost	Disc. %	All In VAT Identifi	Amount
661687	MOTHERS BEST VEGETABLE OIL SUP 48x175ML	76PAC	26.35		Yes VAT12	2,002.60
Total PHP Incl. VAT						2,002.60
12% VAT						214.56
Total PHP Excl. VAT						1,788.04

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	2,002.60	2,002.60	0.00	1,788.04	214.56
Total		2,002.60	2,002.60	0.00	1,788.04	214.56

Prepared by:

Checked by:

Approved by:

Received by:

Meriam Poloy

Run Time: 8:52:57 PM

Run Date: 02/07/24

REVIEWED BY :

JUDYAN ALDERITE

Full Name & Signature

Date : 01/22/2024

APPROVED BY :

LOLITA LYN D. UY

Full Name & Signature

Date : 01/22/2024

RECEIVED BY :

JEROME ADERKOUZARD

Full Name & Signature

Date : 01/27/24

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