

ALTURA3 SUPERMARKET CORPORATION  
INTEROFFICE MEMO

TO: JAD

FROM: Jeddahyn Naul

DATE: Feb. 10, 2024

SUBJ: Credit Memo

Good day!

Please allow us to adjust the ff. sales Invoice  
no. ISM-5404375 dated 1-16-24.

Wrong entry of Unit Price of the ff. Item Code:  
116028 encoded 714.082 instead of 280.43; 854493 encoded 73.226  
instead of 165.78; 106746 encoded 29.49 instead of 26.73; 106973  
encoded 27.126 instead of 24.22; 115408 encoded 76.523 instead of 72.41;  
112183 encoded 64.501 instead of 57.59; 824258 encoded 27.745  
instead of 24.79; 853629 encoded 54.264 instead of 48.45; 855219  
encoded 50.266 instead of 44.88.

Thank You!

JEDDAHYN NAUL

MISCONDUCT REPORT

DATE: 2-10-24

TO: HRD

FROM: Jeddahyn Naul

NAME OF ERRING EMPLOYEE: Dave Anthony Nemenzo

DEPARTMENT ASSIGNED: M-I-C

INFRACTION: Negligence

DETAILS: Wrong entry of Unit Price of the ff. Item code:  
116028 encoded 714.082 instead of 280.43; 854493  
encoded 73.226 instead of 165.78; 106746 encoded  
29.49 instead of 26.73; 106973 encoded 27.126  
instead of 24.22; 115408 encoded 76.523 instead  
of 72.41.

VIOLATION NO.: encoded 2/10/24

OFFENSE NO.:

Jeddahyn Naul

DEPARTMENT SUPERVISOR

# MISCONDUCT REPORT

112183 encoded 64.501 instead of 57.59;

836454 encoded 27.765 instead of 24.79;

853629 encoded 54.264 instead of 48.45

855219 encoded 50.266 instead of 44.88

Refer sales Invoice no. TCM-540477X  
dated 1-16-24.

INFRACON: MISCONDUCT

DETAILS: Amount of Unit Price of the Product

Product Encoded Unit Price of the Product

Product Encoded Unit Price of the Product

Product Encoded Unit Price of the Product

Product Encoded Unit Price of the Product

Product Encoded Unit Price of the Product

VIOLATION NO.

OFFENSE NO.

*[Signature]*

DEPARTMENT SUPERVISOR

# MARCELA FARMS INC.

GROWOUT-LOMANGOG

Lomangog, Ubay, Bohol

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

## SUPPLIES REQUISITION FORM

Date Requested : 01/09/2024  
Date Needed : / /  
Requesting Department : GROWOUT LOMANGOG ADMIN  
Remarks : for office and kitchen supply

Sug. E-Requisition No. : 75476

Requested by : RONEL TRINIDAD

Item Code	Description	Quantity	Unit of Measure
00013638	FASTENER 826454	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 853639	5.000	PCS

\*\*\* Nothing Follows \*\*\*

Prepared by:

RICHARD GONZALES

(Signature over Printed name)

Approved by:

WENIA C. ANA

(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-S404375  
Order No. TSM-S503975  
Ext. Doc. No. 75476  
Posting Date 01/16/24  
Due Date 01/16/24  
Prices Incl. VAT Yes

Item No.	Description	Size	Color	Quantity	UOM	Unit Price	Amount	Conv Factor
116028	BAYGON ANTI DENGUE MOSQUITO KILLR 12x500ML			2	BOT	314.082	628.16	
854433	ENLIVO RECORD BOOK 200PP			30	PCS	73.226	2,196.78	
106746	PILOT MARKING PEN SC B BLACK			20	PCS	29.49	589.80	
106973	SB HD SCRUBBING PAD REG 95MMx150MM			20	PCS	27.126	542.52	
115408	SB STAINLESS STEEL REGULAR 96x30G			10	PCS	36.523	365.23	
112183	SB TOUGH CLEAN SCRUB SPNGE 100x70mm 2s wf SP			5	PACK	64.501	322.51	
836454	SQI OFFICE PLASTIC FASTENER S 7181/S1011 50s			10	BOX	27.765	277.65	
853639	TM PE 8 PLASTIC ENV W/HANDLE LONG CLEAR			5	PCS	54.264	271.32	
855219	3M POST IT NOTES 656 ICB BLUE 2x3 100s			5	PAD	50.266	251.33	

Total PHP Incl. VAT 5,445.30  
12 % VAT 583.44  
Total PHP Excl. VAT 4,861.86

VAT % 12  
Line Amount 5,445.30

Inv. Disc. Base Amount 0.00  
Invoice Discount Amount 0.00


VAT Base 4,861.88  
VAT Amount 583.43

Prepared By:

Checked By:

Received By:

Approved By:

  
Dave Anthony Memenzo

Runtime : 4:40:29 PM

Rundate : 02/07/24