MISCONDUCT FORM DATE: 02-19-24 TO: HRD FROM: CWD NAME OF ERRING EMPLOYEE: Mark Anthony Ormas DEPT: Warehouse INFRACTION: Negligence DETAILS: The warehouse personnel forwarded the available atock of FIRST FARMER REFINED WEAR TO kg to the wholevale carhier, the carnier transacted wack of PIRIT - P - REPINED YOGAR JOKY worth 3,200.00 but the actual atock available VIOLATION NO: in the ware house was the VICTORIAS REFINED (DGAD OFFENSE: Do kg worth 3, 40000 DEPARTMENT/SUPERVISOR Date: 02-19-24 REQUEST FOR: ()Change item ()Refund GCOC Section NAME: RIZOEL Clore ADDRESS: Califiban, Talibon, Mohol COMPLAINT: wrong Transaction. the warehouse perconnel forwarded the avariable vtock inventory of FIRST FARMER REFINED GUGAR 50 kg to the wholevale cashiers the cashier transacted 1 sack OF FIRST FARMER REFINED GUGAR TO Kg worth 9, 200 no but the actual atocks available in RECOMMENDATION: the warehouse was the VICTORIAL REFINED GUGAR TOLY WORTH 3,400.0 Arked for re-transaction. Contact No: Perpasona Officer of the day

Change Item/Refund Approved by

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO.

10. IND, ACCOUNTING
FROM: CWD
DATE: 02-19-24
SUBJ: Wrong Transaction .
> The warehouse personnel forwarded the anailable stock inventory of FIRST FARMER REFINED SUGAR so kg to the wholesale cashier, the caushier transacted I sack of FIRST FARMER REFINED SUGAR soky worth 3, 200. so but the actual stocks quarilable in the warehouse was the VICTORIAL REFINED SUGAR so kg worth 3,400.00.  7 Kindly and Thank you!

ALTURA	S SUPERMARKET C TALIBON BRANC Packing List	ORPORATION H				
· ·	000,40863					
CustomerAddress:Ref. OR No. / TD	Rizod Arre DS No. Tab 32	Date 2/18/24				
QTY Unit	Description + R	Remarks Sylved Congression				
		3,200-0				
Cashier: Bagger:						
Checked by:	Che	ecked by:				
COC Checker/ WS	-COC Checker Gu	nard on Duty				

## ASC -- TALIBON BRANCH

Owned & Managed by ASC Poblacion, Talibon, Bohol

TIN: 000-254-327-002; Permit #: FP072019-123-0221516-00002

MIN: 19071114312445937; Serial #: 59GS9X5578

## SALES INVOICE

SOLD TO: : Rizoel Store (TAL-00087)

Talibon

Truck : B&C Agent : DSG Agent : Remarks :

RUN TIME: 8:58:53 AM, Page: 1

Sales Invoice No.: TWS3-SI00039030

SO Number : TWS3-SO00039032

 Date
 : 02/18/24

 Due Date
 : 02/18/24

 Payment Terms
 : COD

TALIBON SUPERMARKET - WS

QTY	UNIT	PARTICULARS	PRICE	AMOUNT
1	SACK	FIRST FARMER REFINED SUGAR 50KG	3200.00	3,200.00

Payment Mode: CASH

Total: 3,200.00

Total Discount: 0.00 Grand Total: 3,200.00

ATP: 0.00 GC: 0.00 AR: 0.00

CASH: 3,200.00

3,200.00

CHANGE:

Delivered by:

Received by:

Encoded by:

CIMIO 86APO

MARY ANN REYES

Checked by :

APSOFT, Inc.

#441 Lt. Artiaga St., San Juan City

TIN: 007-047-985-000; Accr. #: 041-007047985-000483-38118I; Valid until: 07/31/2025

Landsteinar Retail 3.75 Plus POS; Date Issued: November 05, 2010; PTU #: 0913-080-165702-045