

MISCONDUCT REPORT

DATE: Jan. 27, 2024

TO: HRD

FROM: Jessa Khari E. Marqueda

NAME OF ERRING EMPLOYEE: Dave Anthony Nemenzo

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of vendor code.
He encoded S8383 instead of S2851,
refer TSM-P475912 dated 12-7-23.

VIOLATION NO.: encoded 1/27/24

OFFENSE NO.: Jem

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION

INTEROFFICE MEMO

TO: IAO

FROM: Jessa Khari E. Marqueda

DATE: Jan. 27, 2024

SUBJ: Credit Memo

Good Day!

Please allow us to adjust this
purchase invoice no. TSM-P475912 dated
12-7-23.

Wrong entry of vendor code.
Encoded S8383 instead of S2851.

Thank you.

Jem

Marcela Pharma Distributors, Inc.
La Paz, Cortes, Bohol DE LA PAZ, CORTES
Stock Transfer Out Slip

Inter-Subsidiary Transfer Invoice
Page No : 1

Customer No : MPDU-00010
Customer Name : TALIBON MEGA MARKET

Invoice No. MPDI-S200002278
Order No. MPDI-SO00002161
Ext. Doc. No. SM0021369
Posting Date 11/23/23
Due Date 11/23/23
Prices Incl. VAT Yes

Quantity	UOM	Item No.	Description	Size	Color	Conv. Factor	Unit Price	Amount
3	PCS	182478	MORINGA 02 HERBAL FACIAL TONER 100ML/150ML			1	79.80	239.40
Total PHP Incl. VAT								239.40
12 % VAT								25.65
Total PHP Excl. VAT								213.75

VAT % 12
Line Amount 239.40

Inv. Disc. Base Amount 0.00
Invoice Discount Amount 0.00

VAT Base 213.75
VAT Amount 25.65

Prepared By:

LANI HINAY

Checked By:

DANIEL YONAN

Received By:

FRANTI CERBALLOS

Runtime : 10:12:05 AM

Rundate : 11/23/23

7

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market
Pob. Talibon, Bohol
BOHOL Talibon
Purchase - Invoice

VOICE #: TSM-P475912

Vendor's Code S8383
Payment Terms
Place of Payment
Inv. Discount

MARCELA PHARMA DIST INC.-U

0.00

RR # / Ref #: TSM-P766735
Order No. SM00122165
Posting Date 12/07/23
Due Date 12/07/23

MPDI-S200002

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Cor Fac
182478	MORINGA 02 HERBAL FACIAL TONER 100ML/150			3	PCS	79.80	239.40		0.00	239.40	71.25	
*** NOTHING FOLLOWS ***												

Gross Amount 239.40
Line Discount Amount 0.00
Running Discount 0%, 0%, 0%, 0%, 0%

0.00 12% VAT 25.65
239.40 Total PHP Excl. VAT 213.75

Prepared by:
Dave Anthony Nemenzo

Checked by:

Approved by:

Jim 12/15/23

Run Date: 12/13/23

Run Time: 11:37:15 AM