

MISCONDUCT FORM

DATE: 01/01/23
 TO: HRD
 FROM: CWD
 NAME OF ERRING
 EMPLOYEE: Jonary Legapi
 DEPT: GCOC / WHOLESALE

INFRACTION: Negligence
 DETAILS: the customer asked 1 carton
EQ PANTS Medium by 40 but the
cashier transacted 1 carton EQ COLORS
PWDR SCENT MP MED 40 worth
 VIOLATION NO: 1,050.00
 OFFENSE: _____

RA
 DEPARTMENT/SUPERVISOR

ALTURAS SUPERMARKET CORPORATION
 INTEROFFICE MEMO

TO: MIS, IAD, ACCOUNTING
 FROM: CWD
 DATE: 01/01/23
 SUBJ: Negligence

→ The customer asked 1 carton EQ
 PANTS Medium by 40 but the cashier
 transacted 1 carton EQ COLORS PWDR
 SCENT MP MED 40 worth 1,050.00.

→ kindly and thank you!

RA

Date: 01/01/24

REQUEST FOR:

☒ Change item ☐ Refund
WHOLESALE
 Section

NAME: Celsa Reganon
 ADDRESS: Talibon
 COMPLAINT: Wrong served/transaction.
The customer asked 1 carton EQ PANTS
Medium by 40 but the cashier transacted
1 carton EQ COLORS PWDR SCENT MP MED
40 worth 1050.00.

RECOMMENDATION: Ask for re-transaction.

Contact No: _____

RA
 Office of the day

Customer Signature

Change Item/Refund Approved by

ALTURAS SUPERMARKET CORPORATION

TALIBON BRANCH

Packing List

No. 00041446

No. _____

Customer: Peta; Regan

Date: 12/20/23

Address: Pinan Village

Ref. OR No. / TDS No. _____

QTY	Unit	Description	Remarks
2	Case	Regal 1.5	
2	Case	Scotch 1.5	
2	Case	Cola 1.5	
1	Case	SB Cola (m)	
1	Case	Fruta extra	
2	Case	Manan grande 790g	

Cashier: Josey

Bagger: Jan

Checked by: [Signature]

Checked by: _____

COC Checker/ WS-COC Checker

Guard on Duty

ASC - TALIBON BRANCH

Owned & Managed by ASC
Poblacion, Talibon, Bohol

TIN: 000-254-327-002; Permit #: FP072019-123-0221514-00002
MIN: 19071114312445935; Serial #: 59GS9X5598

SALES INVOICE

SOLD TO: : Celsa Regañon (TAL-00011)
Talibon

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

RUN TIME : 9:27:26 AM, Page : 1

Sales Invoice No. : TWS4-SI00040033
SO Number : TWS4-SO00040035
Date : 12/30/23
Due Date : 12/30/23
Payment Terms : COD

TALIBON SUPERMARKET - WS

QTY	UNIT	PARTICULARS	PRICE	AMOUNT
2	CASE	ROYAL TRU ORANGE 12x1.5L	694.75	1,389.50
2	CASE	SPRITE 12/1.5L	694.75	1,389.50
2	CASE	COCA COLA REGULAR 12/1.5L	694.75	1,389.50
1	CASE	EQ COLORS PWDR SCENT MP MED 40	1050.00	1,050.00
1	CASE	FIESTA BEEF LOAF 100/150G	2260.00	2,260.00
3	CASE	DOREEN CONDENSADA 48/390G	2108.85	6,326.55

Payment Mode: CASH

Total: 13,805.05
Total Discount: 0.00
Grand Total: 13,805.05
ATP: 0.00
GC: 0.00
AR: 0.00
CASH: 14,000.00
CHANGE: 194.95

Delivered by :

Received by :

Encoded by :

Checked by :

JONAVY LEGASPI

APSOFT, Inc.

#441 Lt. Artiaga St., San Juan City

TIN: 007-047-985-000; Accr. #: 041-007047985-000483-381181; Valid until: 07/31/2025

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