

# MISCONDUCT REPORT

DATE: 5-18-24  
TO: HRD  
FROM: Jodalyn Naul  
NAME OF ERRING EMPLOYEE: Meriam Pogoy  
DEPARTMENT ASSIGNED: M.I.S

INFRACTION: Negligence

DETAILS: Wrong entry of Unit Cost. She encode item code 818765 encoded 4,982 instead of 4,160.00, 818768 encoded 4,160 instead of 4,982.00 refer HRM-PRR00002337 dated 4-19-24.

VIOLATION NO.: \_\_\_\_\_

OFFENSE NO.: \_\_\_\_\_

DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD  
FROM: Jodalyn Naul  
DATE: 5-18-24  
SUBJ: Credit Memo

Good day!  
Please allow us to adjust Purchase Invoice HRM-PRR00002337 dated 4-19-24.  
Wrong entry of Unit Cost. Item code 818765 encoded 4,982 instead of 4,160;  
818768 encoded 4,160 instead of 4,982.  
Thank you.





# GOLDEN MAPLE INDUSTRIAL CORPORATION

SOUTHWEST CENTRE, SOUTH SUPERHIGHWAY COR. MAKILING ST.  
PALANAN, 1235, CITY OF MAKATI, NCR, FOURTH DISTRICT, PHILIPPINES  
VAT REG. TIN 000-121-188-00000

8886-1111 to 16 • FAX: 8886-1121/17

## SALES INVOICE

No. 117751

SOLD TO	actmas Supermarket Corp		TERMS	INVOICE DATE		
ADDRESS	Palanan 6325 Palanan		60	MONTH	DAY	YEAR
TIN	000-234-327-0000	ACCOUNT NO.		Apr 4 2024		
BUSINESS STYLE	actmas Supermarket Corp		P.O. NO.	AS4154CP 0004000		
DELIVER TO			OSCA/PWD ID NO.	SC/PWD Signature		

QUANTITY	UNIT	DESCRIPTION OF ARTICLES	UNIT PRICE	AMOUNT
15	each	1000 Tando Claxxine 818mus	4922	74330
		(10) bench V2		
		(3) knee V1	240.31	720.93
		(2) red V3		
1	each	1000 Tando Claxxine (Photo Bench) Black Free	818mus V2	
15	each	1000 Tando Claxxine 818mus	4160	62400
		(10) bench V2		
		(3) knee V1		
		(2) red V3		
1	each	1000 Tando Claxxine (Photo Bench) Black Free V2	818mus	

RECEIVED IN 9 BOX  
Contents Not Check / Not Itemized

DATE: 4-5-24  
SIGNATURE: [Signature]  
STAMP NO.: 105249

VATable Sales	Total Sales (VAT Inclusive)
VAT-Exempt Sales	Less: VAT
Zero Rated Sales	Amount: Net of VAT
VAT Amount	Less SC/PWD Discount
	Amount Due
	Add: VAT
	TOTAL AMOUNT DUE

The undersigned declares to have received from GOLDEN MAPLE IND'L. CORPORATION, South Superhighway, Makati City, Metro Manila, the goods detailed above in good order and condition and promise to pay the full amount of this invoice in Makati City, Metro Manila within the terms stated hereon, with the full understanding that all said merchandise is and will still be the property of Golden Maple Ind'l. Corp. until the amount thereof is paid in full. Interest at the rate of 12% per annum is to be paid by the buyer on all overdue accounts. In the case of suit, an additional sum equivalent to 25% of the amount due will be charged and paid by the buyer for attorney's fee plus cost of suit and any legal action arising out of this contract shall be instituted in the municipality of Makati City, Metro Manila.	CHECKED & DELIVERED BY:	RECEIVED ABOVE MERCHANDISE IN GOOD CONDITION AND TERMS SPECIFIED ACCEPTED.
		RICARDO S. PIONOSO CASHIER / AUTHORIZED REPRESENTATIVE



Poblacon 6325 Talibon Bohol Philippines  
Tel. No. 038-411-4115 Fax: 038-411-3556  
VAT REG. TIN: 000-254-327-00002

## POSTED RECEIVING REPORT

POSTED RR #: ATLSM-PRR000002337

Vendor S1886 GOLDEN MAPLE INDUSTRIAL CORP.  
Payment Terms 60DAYS  
Place of Payment  
Inv. Discount 0.00

Page 1  
RR # / Ref #: ATLSM-RR000002108 / 117751  
Order No. ASMGMCPO000004640  
Posting Date 04/19/24  
Due Date 06/18/24

Item Code	Description	Size	Color	Qty.	Unit of Meas.	Direct Unit Cost	Gross Amount	Disc. %	Disc. Amount	Amount	Net Cost	Co Fa
818365	PANDA CRYSTAL WATER GEL PEN VARIANT	NONE	BLU	3	CS1000	4,982.00	14,946.00		0.00	14,946.00	4,448.21	1,
818365	PANDA CRYSTAL WATER GEL PEN VARIANT	NONE	BLA	10	CS1000	4,982.00	49,820.00		0.00	49,820.00	4,448.21	1,
818365	PANDA CRYSTAL WATER GEL PEN VARIANT	NONE	RED	2	CS1000	4,982.00	9,964.00		0.00	9,964.00	4,448.21	1,
818368	PANDA CLASSIQUE WATER GEL VARIANT	NONE	BLU	3	CS1200	4,160.00	12,480.00		0.00	12,480.00	3,714.29	1,
818368	PANDA CLASSIQUE WATER GEL VARIANT	NONE	BLA	10	CS1200	4,160.00	41,600.00		0.00	41,600.00	3,714.29	1,
818368	PANDA CLASSIQUE WATER GEL VARIANT	NONE	RED	2	CS1200	4,160.00	8,320.00		0.00	8,320.00	3,714.29	1,

\*\*\* NOTHING FOLLOWS \*\*\*

Gross Amount	137,130.00	Inv. Discount Amount	0.00	12% VAT	14,692.50
Line Discount Amount	0.00	Total PHP Incl. VAT	137,130.00	Total PHP Excl. VAT	122,437.50
Running Discount	0%, 0%, 0%, 0%, 0%				

Prepared by:

Meriam Pogoy

Checked by:

Approved by:

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75

Acknowledgement Certificate No.: AC\_123\_122023\_000135

Date Issued: December 12, 2023

Series Range: XXXXXX-PRR00000001 - XXXXXX-PRR99999999

Run Time: 10:47:16 AM

Run Date: 05/06/24