

# MISCONDUCT REPORT

DATE: Feb. 5, 2024

TO: HRD

FROM: Jessa Kharl E. Marqueda

NAME OF ERRING EMPLOYEE: Remark Abaniel

DEPARTMENT ASSIGNED: GSA

INFRACTION: Negligence

DETAILS: He wrote item code 134409 in the Bacc form instead of 134407, refer TSM-P225600 dated 1-12-24.

VIOLATION NO.: 1st offense in wrong

OFFENSE NO.: entry of item code

Jem

DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAP

FROM: Jessa Kharl E. Marqueda

DATE: Feb. 5, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust this purchase credit memo no. TSM-P225600 dated 1-12-24.

Wrong entry of item code.

Encoded 134409 instead of 134407.

Thank you.

Jem

ASC Talibon Branch - SM  
 2nd Flr., Talibon Mega Market  
 Pob. Talibon, Bohol  
 BOHOL Talibon

TIAN SENG HOPIA AND BAKERY  
 MS. CARMEN B. CAI (DR ONLY)  
 129 H. Tabares Cabrereros St.  
 Basak San Nicolas, Cebu City  
 Pay-to Vendor No. S5387

Purchase - Credit Memo  
 Page 1

January 12, 2024  
 Credit Memo No. TSM-P225600  
 Posting Date 01/12/24  
 Prices Including VAT Yes  
 Vendor Cr. Memo #: BO-0039908

No.	xdescription	Unit Quantit of Me	Direct Unit Cost	Disc. %	All In VAT Identifi	Amount
<del>134397</del>	<del>TIAN HOPIA DICE MONGO SMALL 100G</del>	<del>7PAC</del>	<del>27.46</del>		Ye VAT12	192.22
<del>134398</del>	<del>TIAN HOPIA DICE MONGO 150G</del>	<del>10PAC</del>	<del>37.26</del>		Ye VAT12	372.60
<del>134409</del>	<del>TIAN TIKOY SESAME 150G</del>	<del>18PAC</del>	<del>37.26</del>		Ye VAT12	670.68
<del>134400</del>	<del>TIAN HOPIA DICE UBE 150G</del>	<del>8PAC</del>	<del>37.26</del>		Ye VAT12	298.08
<del>134408</del>	<del>TIAN SESAME CAKE 150G</del>	<del>12PAC</del>	<del>37.26</del>		Ye VAT12	447.12
<del>134404</del>	<del>TIAN TIKOY UBE 150G</del>	<del>8PAC</del>	<del>39.22</del>		Ye VAT12	313.76
<del>175087</del>	<del>TIAN HOPIA PANDAN 150G</del>	<del>10PAC</del>	<del>37.26</del>		Ye VAT12	372.60
<del>134406</del>	<del>TIAN HOPIA MONGO 150G</del>	<del>16PAC</del>	<del>37.26</del>		Ye VAT12	596.16
<del>175088</del>	<del>TIAN HOPIA DICE PANDAN 150G</del>	<del>1PAC</del>	<del>37.26</del>		Ye VAT12	37.26
Total PHP Incl. VAT						3,300.48
12% VAT						353.62
Total PHP Excl. VAT						2,946.86

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	3,300.48	3,300.48	0.00	2,946.86	353.62
Total		3,300.48	3,300.48	0.00	2,946.86	353.62

Prepared by:

Mark Perijan

Checked by:

Approved by:

Jan 12/24

Received by:

Run Time: 9:08:58 AM

Run Date: 01/12/24

2/20/2014