

Date: 03-12-24

## MISCONDUCT FORM

DATE: 03/12/24

TO: HRD

FROM: CWD

NAME OF ERRING

EMPLOYEE: Vhon Ryan Evarado

DEPT: WAREHOUSE

INFRACTION: Negligence

DETAILS: The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50kg to the wholesale cashier, then the cashier transacted track of BISCOM CENTRAL 50kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIA CENTRAL 50kg worth 2,830.00

VIOLATION NO:

OFFENSE:

DEPARTMENT/SUPERVISOR

REQUEST FOR:

( ) Change item

( ) Refund

GCO C

Section

NAME: Ricardo Armentado Jr

ADDRESS: Talibon, Bohol

COMPLAINT: Wrong Transaction. The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50 kg to the wholesale cashier, then the cashier transacted track of BISCOM CENTRAL 50 kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIA CENTRAL

RECOMMENDATION: RETURN 50 kg.

for re transaction  
 Asked to change the

Contact No: 09674882550

*[Signature]*  
 Officer of the day

*[Signature]*  
 Customer Signature

Change Item/Refund Approved by

ALTURAS SUPERMARKET CORPORATION  
INTEROFFICE MEMO

TO: MRS. IAD, ACCOUNTING

FROM: CWD

DATE: 03-12-24

SUBJ: Wrong transaction

The warehouse personnel forwarded the available stock inventory of BISCOM CENTRAL 50 kg to the wholesale cashier, then the cashier transacted track of BISCOM CENTRAL 50 kg worth 2,830.00 but the actual stock available in the warehouse was the VICTORIA CENTRAL 50 kg.

Sincerely and Thank you!

*[Signature]*

## 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 : 8:50:42 AM, Page : 1

Sales Invoice No. : TWS4-SI00041745

SO Number : TWS4-SO00041747

Date : 03/12/24

Due Date : 03/12/24

Payment Terms : COD

TALIBON SUPERMARKET - WS

QTY	UNIT	PARTICULARS	PRICE	AMOUNT
2	CONT	ISLAND SKY PALM OIL CONT DAMPAS	1100.00	2,200.00
1	SACK	BISCOM CENTRAL NEW CROP 50KG	2830.00	2,830.00

Payment Mode : CASH

Total: 5,030.00  
Total Discount: 0.00  
Grand Total: 5,030.00  
ATP: 0.00  
GC: 0.00  
AR: 0.00  
CASH: 5,200.00 5,200.00

CHANGE: 170.00

Delivered by :

Received by :

Encoded by :

Checked by :

SUSANNA ROSALES

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