

# MISCONDUCT REPORT

DATE: Feb. 26, 2024

TO: HRD

FROM: J19

NAME OF ERRING EMPLOYEE: Jessa Kharl Marqueda

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of posting date. She  
entered 12-22-23 instead of 1-23-24  
and 1-28-24, refer ATLSM-PCM000000024  
23, 21, 22, and ATLSM-PCM000000027  
dated 12-22-23.

VIOLATION NO.:

OFFENSE NO.:

Jem

DEPARTMENT SUPERVISOR

## ALTURAS SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAD

FROM: Jessa Kharl E. Marqueda

DATE: Feb. 26, 2024

SUBJ: Adjustment

Good Day!

Please allow us to adjust this PF.  
purchase credit memo no. ATLSM-PCM000000024  
dated 12-22-23.

Wrong entry of posting date.  
Entered 12-22-23 instead of  
1-23-24.

Thank you.

Jem

**ALTURAS SUPERMARKET CORPORATION****ALTURAS MALL - TALIBON**

Poblacion 6325 Talibon Bohol Philippines

Tel. No. 038-411-4115 Fax: 038-411-3556

VAT REG. TIN: 000-254-327-00002

**LEONARDO DISTRIBUTORS INC-UD**

UBAY BOHOL

**PURCHASE CREDIT MEMO**

Page 1

December 22, 2023

Purchase CM No.:&gt; ATLSM-PCM000000024

Posting Date 12/22/23

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0040016 A

Pay-to Vendor No. S8381

No.	xdescription	Unit Quantitof Me	Direct Unit Cost Disc. %	All VAT In Identifi	Amount
609947	ALASKA CONDENSADA UBELCS MACAPUNO 48x300ML	1CAN	53.25	Ye VAT12	53.25
103379	LIBERTY CONDENSADA SWTND CRMR 48x370G	1CAN	50.49	Ye VAT12	50.49
823101	ALASKA FRUITTI YOGURT APPLE 48x80ML	1PCS	7.65	Ye VAT12	7.65

Prepared by:

Checked by:

Approved by:

Received by:

Mark Perijan

**"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"**

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75

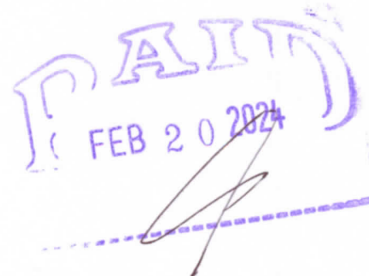
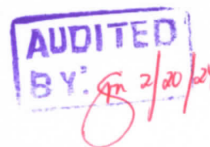
Acknowledgement Certificate No.: AC\_123\_122023\_000135

Date Issued: December 12, 2023

Serries Range: XXXXXX-PCM00000001 - XXXXXX-PCM99999999

Run Time: 2:21:22 PM

Run Date: 01/23/24



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Page 2

December 22, 2023

Purchase CM No.:&gt; ATLSM-PCM000000024

Posting Date 12/22/23

Prices Including VAT Yes  
Vendor Cr. Memo #: BO-0040016 A

Pay-to Vendor No. S8381

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
Total PHP Incl. VAT						111.39
12% VAT						11.93
Total PHP Excl. VAT						99.46

**VAT Amount Specification**

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
VAT12	12	111.39	111.39	0.00	99.46	11.93
Total		111.39	111.39	0.00	99.46	11.93

Prepared by:

Mark Perijan

Checked by:

Approved by:

Jm 1/27/24

Received by:

Jelun 1/31

**"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"**

Software Name/Version: MICROSOFT DYNAMICS NAVISION 3.75

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

Date Issued: December 12, 2023

Serries Range: XXXXXX-PCM000000001 - XXXXXX-PCM999999999

**AUDITED**  
BY: 2/20/24**PAID**  
FEB 20 2024

Run Time: 2:21:22 PM

Run Date: 01/23/24



ALTURAS GROUP OF COMPANIES  
ALTURAS SUPERMARKET-TALIBON BRANCH  
Poblacion, Talibon, Bohol

Control No: **00040016**

**58381**

**BAD ORDERS SUMMARY CHECKLIST (BOSC)**

Supplier's Code: **50504**  
Supplier's Name: **Alaska milk corp.**

Date: **1-19-24**

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
122567	4800575144910	Cow Bell Condensarap 374g	16	Cans	₱ 41.00	<del>36.43</del>	
122456	4800575144958	Cow Bell Evapsarap 360ml	8	Cans	₱ 30.90	<del>26.08</del>	B
111083	4800575140370	Alaska Evaporada 360ml	4	Cans	₱ 35.00	<del>30.03</del>	48
C 609947	4800575144095	Alaska UBE macapuno 300ml	1	Can	₱ 64.50	<del>53.25</del>	104
C 103379	4800575885004	Liberty condensada 370g	1	Can	₱ 58.00	<del>50.49</del>	
186336	4800575425033	Krem top coffee graner 220g	1	Pcs	₱ 66.95	<del>55.77</del>	Lumping
115114	4800575144545	Alaska crema APC 135ml	2	Pcs	₱ 36.00	<del>30.39</del>	
170289	4800575416260	Alaska chocolate UHT 110ml	1	Pcs	₱ 15.45	<del>12.75</del>	
C 823101	4800575144729	Alaska Frutti ya Apple 80ml	1	Pcs	₱	<del>7.65</del>	

Prepared by: **M. Evardone**  
Landed in-Charge  
Name: **NEUVEN EVARDONE**  
Date: **1-19-24**

Approved by: **[Signature]**  
Name: **[Signature]**  
Date: **1-19-24**

Received by: **[Signature]**  
Store & Location  
Name: **MARK D**  
Date: **1/19/24**

**AUDITED BY: 2/20/24**

Checked by: **[Signature]**  
Name: **[Signature]**  
Date: **01/19/24**

**FEB 20 2024**