

MISCONDUCT REPORT

DATE: March 10, 2024

TO: HRD

FROM: T19

NAME OF ERRING EMPLOYEE: Mark Anthony Penjan

DEPARTMENT ASSIGNED: M.I.S Grocery

INFRACTION: Negligence

DETAILS: Wrong entry of credit memo #
on ISM- P226403 dated 3-7-24.
He encoded BO-004800 dated
instead of BO-0040800, ~~refer~~

inputted

VIOLATION NO.: _____

OFFENSE NO.: _____

Jem

DEPARTMENT SUPERVISOR

ALTURA3 SUPERMARKET CORPORATION INTEROFFICE MEMO

TO: IAO

FROM: T19

DATE: March 10, 2024

SUBJ: Adjustment

Good Day!

Wrong entry of credit memo #
on ISM- P226403 dated 3-7-24.
Encoded BO-004800 instead
of BO-0040800.

Thank you.

JEM

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

CONTR 00040800

BAD ORDERS SUMMARY CHECKLIST (BOSC)

Supplier's Code: CBC
Supplier's Name: ENTERPRISE MKTG

Date: 2/26/24

Item no.	Barcode	Description	Qty	Uom	Unit Cost	Total Amount	Reason/Remark
12784	480029030012	TIFFANY MLUX 100G.	1	Pck	21.00	14.95	POKPOK

Prepared by:
Lane/Rack in-Charge
Name: SWIN CABINGKIPAN
Date: 2/26/24

Approved by:
Supervisor
Name: THEOPHY A.
Date: 02-26-24

Received by:
Store B.O Location
Name: MARK P.
Date: 3/4/24

Checked by:
Checker
Name: SAULAN AN.
Date: 03/04/24

Mark Perijan

Run Time: 1:33:42 PM

Run Date: 03/07/24

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

CENTRAL DISTRIBUTION CENTER
DE LAPAZ CORTES BOHOL

Pay-to Vendor No. S7399

Inter-Subsidiary Receiving Cr. Memo
Page 1

March 7, 2024
Credit Memo No. TSM-P226403

Posting Date 03/07/24

Prices Including VAT No
Vendor Cr. Memo #: BO-004800

No.	xdescription	Unit Quantitof Me	Direct Unit Cost	Disc. %	All VAT In Identifi	Amount
135784	TIFFANY MISUA 50/100G	1PAC	14.95		Ye	14.95
Total PHP						14.95

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Disc. Amount	VAT Base	VAT Amount
	0	14.95	14.95	0.00	14.95	0.00
Total		14.95	14.95	0.00	14.95	0.00

Prepared by:

Mark Perijan

Checked by:

Approved by:

Received by:

Run Time: 1:33:42 PM

Run Date: 03/07/24