

MISCONDUCT REPORT

DATE: 1-31-24

TO: HRD

FROM: Jeddlyn Naul

NAME OF ERRING EMPLOYEE: Richardo Pilonggo

DEPARTMENT ASSIGNED: Warehouse

INFRACTION: Negligence

DETAILS: He checked the item (821872)
Everlucky Table pen w/ string 24 pcs. instead
of 12 pcs.

Refer TSM-P477261 dated 11-17-23

VIOLATION NO.: _____

OFFENSE NO.: _____

DEPARTMENT SUPERVISOR

ALTURAS SUPERMARKET CORPORATION
INTEROFFICE MEMO

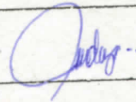
TO: IAD
FROM: Jeddlyn B. Naul
DATE: Jan. 31, 2024
SUBJ: Credit Memo

Good day!

Please allow us to adjust this purchase
no. TSM-P477261 dated 11-17-23.

Wrong entry of quantity of item 829672
Everyday Table pen w/ string 24 pcs instead
of 12 pcs only.

Thank You!



DELIVERY RECEIPT CRIENTAL SCHOOL & OFFICE SUPPLY No 130064

Delivered to: ALTURAS TALIBON MEGAMARKET (EB)

Date: 05/30/2023

Address: Ubay - Talibon Rd, Talibon, Bohol

Sales Agent:

P.O

| QTY | UNIT | DESCRIPTION | UNIT COST | TOTAL |
|--------|----------|--|-----------|-----------|
| 24.00 | Set/Pack | EM-FL-123 FLASH CARD 123 | 20.00 | 480.00 |
| 132.00 | Pc | SMALL (2 x 3 inches | | |
| 144.00 | pack | EB-CB3D 3D Coloring Book | 22.25 | 2,937.00 |
| 200.00 | Pc | PM-M Play Money Bill - Medium | 8.00 | 1,152.00 |
| 144.00 | Pc | PULL STRAP NEON COLOR - Black | 8.00 | 1,600.00 |
| 12.00 | NA | EM-CAB COLOURING ACTIVITY BOOK | 19.00 | 2,736.00 |
| 200.00 | Pc | OS-DTP Table Pen (Double) w/ String | 53.75 | 645.00 |
| 144.00 | Pc | PULL STRAP NEON COLOR - Blue | 8.00 | 1,600.00 |
| 144.00 | Pc | Character Coloring Book Small | 11.75 | 1,692.00 |
| 24.00 | Pc | CHARACTER COLORING BOOK - BIG | 14.75 | 2,124.00 |
| | | Dry & Erase Activity Sheets with Marker Letter | 69.50 | 1,668.00 |
| | | SEABORNE SHIPPING LINES | | |
| 12 | pcs | Table pen single | 25.00 | 300.00 |
| | | | | 16,289.00 |
| | | | | 14,851.79 |
| | | | | 1,782.21 |
| | | | | 16,634.00 |
| | | | TOTAL P | |

29 ctn

RECEIVED IN: Contents Not Check / Not Itemized

By: Ruel B. Morales

DATE: 5-31-23

SRR NO.: 49130

P.O. # 1088

CHECK - FOR MANILA
CHECK DATE -

Checked By:

130064

Received the above articles in good order and condition.

Delivered By:

AGENT COPY

By: RICARDO S. PILONGO

Signature over Printed Name

Date:

DATE RECEIVED: 11/17/23

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Phone No.

Fax No.

Purchase - Receipt

Page 1

November 17, 2023

Shipment No. **TSM-P767586****ASC Talibon MM Warehouse**

Talibon, Bohol

| No. | Description | Quantity | Unit of Measure | Conversion Factor |
|--------|------------------------------------|----------|-----------------|-------------------|
| 855610 | EM FL 123 FLASH CARD SMALL | 24 | SET | 1 |
| 855611 | EB CB3D COLORING BOOK | 132 | PCS | 1 |
| 159389 | PM M PLAY MONEY BILL MEDIUM | 144 | PACK | 1 |
| 855612 | OS IDPSC PULL STRAP SOLID COLOR VA | 200 | PCS | 1 |
| 855613 | EM CAB COLORING ACTIVITY BOOK | 144 | PCS | 1 |
| 829872 | EVERLUCKY TABLE PEN W/STRING n BA | 24 | PCS | 1 |
| 855609 | OS IDPN PULL STRAP NEON COLOR VARI | 200 | PCS | 1 |
| 854074 | EVERLUCKY CHARACTER COLORING BO | 144 | PCS | 1 |
| 854077 | EVERLUCKY CHARACTER COLORING BO | 144 | PCS | 1 |
| 855617 | DRY n ERASE ACTIVITY SHEET W/MARKE | 24 | PCS | 1 |

Pay-to Address

Pay-to Vendor No. S5608

ORIENTAL SCHOOL & OFFICE SUPPLY

Valenzuela City, Manila attn: s' edwin

Telefax 02-816 1436

Encoded by:

Checked by:

Approved by:

MA. ANNE ORILLA

Run Time 4:47:54 PM

Run Date 01/12/24

ASC Talibon Branch - SM

2nd Flr., Talibon Mega Market

Pob. Talibon, Bohol

BOHOL Talibon

Purchase - Invoice

PURCH. INVOICE #: TSM-P477261

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Vendor's Code S5608 ORIENTAL SCHOOL & OFFICE S
Payment Terms 60DAYS
Place of Payment
Inv. Discount 0.00

RR # / Ref #: TSM-P767586 / 130064.
Order No. SMGM00485524
Posting Date 11/17/23
Due Date 01/16/24

| Item Code | Description | Size | Color | Qty. | Unit of Meas. | Direct Unit Cost | Gross Amount | Disc. % | Disc. Amount | Amount | Net Cost | Cor Fac |
|-----------|---|------|-------|------|---------------|------------------|--------------|---------|--------------|--------|----------|---------|
| 829872 | EVERLUCKY TABLE PEN W/STRING n BASE TTP | | | 12 | PCS | 25.00 | 300.00 | | 0.00 | 300.00 | 22.32 | |

*** NOTHING FOLLOWS ***

| | | | | | |
|----------------------|--------------------|----------------------|--------|---------------------|--------|
| Gross Amount | 300.00 | Inv. Discount Amount | 0.00 | 12% VAT | 32.14 |
| Line Discount Amount | 0.00 | Total PHP Incl. VAT | 300.00 | Total PHP Excl. VAT | 267.86 |
| Running Discount | 0% ,0% ,0% ,0% ,0% | | | | |

Prepared by:

Meriam Pogoy

Checked by:

Approved by:

Run Time: 11:01:55 AM

Run Date: 01/31/24