

TO : FELICIANO, RAYMOND/ INVENTORY CONTROLLER
FROM : Human Resource Department
DATE : August 5, 2026
RE : NOTICE OF DECISION

CERTIFIED TRUE COPY

This is in connection to the report we received regarding **OVER DELIVERED OF 18 PCS 11KG TO RGC MALABON AMOUNTED PHP 35,640.00**, Based on the report, on April 16, 2025 (Thursday), the delivery of cylinders to RGC Malabon had an over-delivery of 18 pcs of 11 kg cylinders. In the document of TPMC, only 150 pcs were declared, but the actual number that arrived at the plant was 168 pcs.



On June 10, 2026, we required you to submit your written explanation letter for the above-mentioned allegation stated in your notice to explain wherein you are given five (5) days to prepare and submit your explanation. According to your explanation letter we received on June 13, 2026, and we quote,

"Ito po ay patungkol sa nangyaring over delivered of 18 pcs 11 kg to RGC malabon last april 16, 2026 araw ng huwebes, sa katunayan pu niyan nang mga oras nang loading nang close van na may plakang NFO 7967, ako po ay naka break ng 15mins, pagkatapos po ng break ko saktong kakatapos kargahan ang van at ililipat na sa line 2, I tinurm over sa kin ito ng kasamahan ko at ipinasa sa vibe rang mga detalye, dahilan para ako nalang po ang mag update, hindi kunarin po na double check sapagkat paalis narin po nun, papuntang line 2, meron din po akong conversation and evidence na itransfer lang po sa kin ito.- Signed Raymond Feliciano.

Based on your own admission and the established facts, we cannot see any reason to excuse you from the incident. What you did is a clear violation to the following provisions as stated in the **Section 2, 3 and 7 of Article II – General Efficiency** a corresponding penalty shall be imposed upon employees who fail to obey the lawful orders of the company. To wit;

Article II – General Efficiency

Section 2 - Negligence in the performance of duty

Section 3 - Failure to comply with policies and procedures

Section 7 - Negligence resulting to major loss, waste or damage from/to the company property

Upon careful evaluation of the above stated incidents, we have decided to issue you a **Final Warning with shareable charge of PHP 3,960.00** for the above-mentioned negligence in the performance of duty, failure to comply with policies and procedures and failure to report correctly and immediately any information and negligence resulting to major loss for your **1st Offense**.

You are further warned that a repetition of the same infraction in the future shall be dealt with higher corrective disciplinary action including suspension and/or dismissal in accordance to our existing Employee's Handbook.

Prepared by:

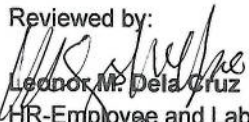
Gessah S. Atienza
SR.HR Associate

Acknowledgement of the Employee

Signature over printed name

Date received: _____

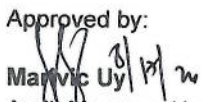
Reviewed by:


Lednor M. Dela Cruz
HR-Employee and Labor Relations Associate

Noted by:


Ron Jan Dale Atienza
HR-Employee and Labor Relations Officer

Approved by:


Marivic Uy
Audit Manager-Head Office