

TO : BRIONES, ELJAY/ 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 **SHORT DELIVERY OF 2PCS OF 2.7KG PAINTED CYLINDER TO RGC GERONA AMOUNTED PHP 1,960.00**, Based on the report, on March 10,2026 (Tuesday), the delivery of cylinders to RGC Gerona had a short of 2 pcs of 2.7 kg painted cylinders. In the document of TPMC, only 200 pcs were declared, but the actual number that arrived at the plant was 198 pcs



On June 29, 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 July 3, 2026, and we quote,

*"Shot Delivery of 2pcs of 2.7kg to rgc Gerona: Nais ko pong humingi ng paumanhin dahil hindi po nabilang ng tama nag 2.7kg cyl noong araw na yon dahil sabog-sabog ang pag kakamada ng mga ito at hindi nap o bnabuksan ang truck dahil naka selyo napo ito kaya hindi napo napaayos ang mga tangke sa loob ng truck at nong araw po nayon is nagmamadali din pong umalis ang driver ng truck. Muli ako po ay humihingi ng paumanhin dahil hindi po nabilang ng maayos. Salamat po! – Signed Eljay Briones.*

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 490.00** 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 **2<sup>nd</sup> 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: \_\_\_\_\_

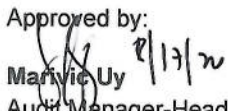
Reviewed by:

  
**Leonor 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